MINISTRY OF FINANCE, EGYPT.

ACCOUNTANCY AND BOOK-KEEPING

OF THE MINISTRY OF PUBLIC WORKS,

By

FAYEZ KRISSA Eff.,

Accountant, Irrigation Department, Egypt.

CAIRO.
Government Press.

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CONTENTS.

Chapter I.—GENERAL.

PAGE.

Definition of Book-keeping—Kinds—Single Entry—Double Entry—Debtors—Creditors—Conclusion 1-3

Chapter II.—MODE OF PAYMENT.

CHEQUES—PAY ORDERS—GENERAL.

Cheques: Definition—Construction and Supply of Cheque Books—Kinds of Cheques—Cheques to Bearer—Cheques to Order—Endorsement—Crossing—Validity—Advice—Loss—Duplicate Cheque... 4-6

Pay Orders: Definition—Construction and Supply of Pay Order Books—Advice—Filling in Pay Orders—Payment Abroad—Validity—Loss—Duplicate Pay Order 6-8

General: Keeping Cheques and Pay Order Books—Writing of Cheques and Pay Orders—Corrections—Adjustment of Cheques and Pay Orders lost—Specimen Signature 8-10

Chapter III.—BOOK-KEEPING.

Historical—Register of Cheques and Pay Orders—Ledger (Register of all Expenditure)—Inter-departmental Transactions—Drafts under Recovery—Deposits—Advances (*'Ohad*)—Receipts—Cash—General Record of Monthly Transactions—Record of Balances of Suspense Accounts—Monthly Accounts 11-36

Chapter IV.—BUDGET.

Historical—Preparation and Submission of Budget—New Proposals—Revenue Estimate—Draft Budget—Approval of Budget—Budget Book—Allocation of Expenditure—Use of Economy to cover Deficit—Recast of Budget—Final Statement on Budgetary Expenditure and Receipts 37-43

Chapter V.—ESTIMATES.

Construction—Powers of Sanction—Revision—Reduction—Renewal of Estimates—Completion Reports 44-46

Chapter VI.—ADJUDICATIONS.

Calling for Tenders—Local Adjudications—Tenders and Caution Money—Adjudication Lists—Recommendation for Acceptance—Work by Private Treaty—Powers of Sanction 47-49

PAGE.

Chapter VII.—CONTRACTS.

Drawing Contracts—Powers of Sanction—Contract Book—Cessions—Seizures—Progress Statements and Payments on Account—Detailed Lists and Final Bills—Fines for Delay—Refund of Caution Money—Records of Contractors and their Engineers 50-55

Chapter VIII.—CONSTRUCTION AND CHECKING OF VOUCHERS.

Construction of Vouchers—Checking of Bills and Progress Statements—Freight Claims—Monthly Pay Sheets—Daily Pay *Serkis* and *Istimaras*—Railway Warrants Form No. 48 *C. G.*—Petty Cash (Imprest)—Reporting Irregularities to Head of Department for Final Decision—Responsibility of Accountant—Keeping of Vouchers—Incomplete Vouchers—Submission of Monthly Account Documents to the State Audit Department—Audit Queries ... 56-61

MINISTRY OF FINANCE, EGYPT.

ACCOUNTANCY AND BOOK-KEEPING

OF THE

MINISTRY OF PUBLIC WORKS.

Chapter I.—GENERAL.

Definition of Book-keeping—Kinds—Single Entry—Double Entry—Debtors—Creditors—Conclusion.

Definition.—Book-keeping is the art of recording business transactions in a regular, concise, and accurate manner so as to show the effect of the transactions upon the financial position of the parties. Records and details entered in the books must be so clear, explicit, and self-contained as to be productive as satisfactory and convincing evidence of facts if required in a court of law.

Kinds.—There are two systems of book-keeping: single entry and double entry.

Single Entry Book-keeping is used only by retail dealers where there is no necessity to have their transactions recorded twice, or by the Government Service for stores and permanent material book-keeping.

Double Entry Book-keeping is the system in which the record of every transaction involves two entries, one as a debit and the other as a credit. Double entry is in use by the big firms and wholesale dealers as well as banks and Government Services for money transactions.

Debtors are those who owe or are indebted for goods or other things sold or paid to them.

Creditors are those to whom sums are due for goods or other things purchased or received from them.

Conclusion.—One of the chief principles of book-keeping is that the trader or Department, for purpose of book-keeping, stands apart from his transaction. It is considered for example that when cash is received from a customer it is not the dealer, but cash that receives being debtor and the customer creditor in respect of that transaction; the same when a certain contractor pays a sum in cash as caution money for a contract entrusted to him, it is not the Service but cash that receives being debtor and the

Deposits Account creditor. Again, when a Service sells old material and collects the price in cash the entry may be read thus: Cash debtor, Receipts creditor, and so on.

It is thus seen that in every transaction there is some account that stands in the same relation to the trader or Service as to the person with whom the transaction is made.

The contractions "Dr." and "Cr." stand respectively for Debtor and Creditor. Suppose that Roberts is a wholesale dealer and Henry is a retailer, and Roberts sold goods to Henry for L.E. 100, the latter, Henry, is debtor to Roberts for the cost of goods, and the entry may be read thus in Roberts's books:—

Debtor:	Henry's account	L.E.	100
Creditor:	Goods	,,	100

In the same way, if the Mechanical Department supply articles to the Buildings Department, the latter Service's account is debtor to the Mechanical Department for the cost of articles thus supplied, and the entry in the Mechanical Department's books may be read as follows:—

Debtor:	Buildings Department's account ...	L.E.	—
Creditor:	Deposits (amounts to be deducted from expenditure), *'Ohad*, or Receipts, as the case may be... ...	L.E.	—

The said transaction is made by Roberts's book-keeper who should send a bill for the sum to Henry and by the Mechanical Department who should send a decadal Debit Note to the State Buildings Department.

Once Henry receives the bill for the L.E. 100, he will have it verified to the goods received, and if correct he will make the following entry in his books:—

Debtor:	Goods	L.E.	100
Creditor:	Roberts's account	,,	100

Similarly, when the State Buildings Department receives from the Mechanical Department the Debit Note supported by documents vouching for same such as Store Receipts, etc., they will have it checked and the sum charged to the budget item or account concerned and make the following entry in their books.

Debtor:	Budget item	L.E.	—
Creditor:	Mechanical Department's account	,,	—

Now, suppose that Henry sends to Roberts a cheque for L.E. 100 in remittance for above goods, Henry makes the following entry:—

Debtor:	Roberts's account	L.E.	100
Creditor:	Cash	,,	100

Roberts, on receipt of the cheque in question, will have to make the following entry in his books, thus closing his account with Henry:—

Debtor:	Cash	L.E.	100
Creditor:	Henry's account	,,	100

Similarly, when a Mudîrîya is requested by an Irrigation Circle to collect a sum of money from a certain man as a deposit or cost of restoring a contravention against the Canal Act, the Mudîrîya having collected the money will debit Cash (Mudîrîya Treasury) by the amount against crediting it to current account of the Irrigation Circle, thus:—

Debtor:	Cash	L.E.	—
Creditor:	Current account Irrigation Circle...	,,	—

The Mudîrîya will send to the Irrigation Circle a decadal Credit Note showing sums thus recovered on account of that Circle.

When the Irrigation Circle receives the Credit Note in question the following entry is to be made by its Accounts Section:—

Debtor:	Mudîrîya..............account	L.E.	—
Creditor:	Deposits, *'Ohad,* or Receipts, as the case may be	,,	—

From the foregoing examples it will be observed that what Roberts, Mechanical Department, and Mudîrîya, in their entries have taken as debtor, as regards the other party, *i.e.* Henry, State Buildings Department, and Irrigation Circle respectively, has been considered by the latter as creditor.

Chapter II.—MODE OF PAYMENT.

Cheques—Pay Orders—General.

Mode of Payment.—Payments for any service rendered or stores supplied to any Department by individuals or firms are usually made by a cheque or pay order except in case of petty expenses which do not exceed L.E. 2 * and can be paid from petty cash (imprest).

Cheques.

Definition—Construction and Supply of Cheque Books—Kinds of Cheques—Cheques to Bearer—Cheques to Order—Endorsement—Crossing—Validity—Advice—Loss—Duplicate Cheque.

Definition.—The cheque is an order, to a bank, signed by the head of the Department or an official delegated by him for that purpose and countersigned by another responsible official, generally the Chief Accountant or his Assistant in case of absence, to pay a stated sum of money to the person or firm whose name appears on the face of the cheque. The official who signs the cheque is called the "drawer" and the person or firm in whose name the cheque is written is called the "payee."

Cheque Books.—Cheques are made up into books supplied by bankers to those who have accounts with their banks; Government Services have their current account with the National Bank of Egypt and so they receive their cheque books from this bank, The branches of the Ministry of Public Works receive their cheque books through the Administrative Service of that Ministry.

The cheque books have a number or letter of their own, beside the consecutive number of the cheque itself.

Kinds of Cheques.—There are two kinds of cheques: the cheque to bearer and the cheque to order. Figure 1 shows a cheque to bearer. If instead of the words "or Bearer" the words "or Order" were used it would be a cheque to order.

Cheques to Bearer.—The cheque to bearer is payable to holder on presentation of the cheque although no name of payee is shown thereon.

Cheques to Order.—The cheque to order is payable to order of the payee; it should be endorsed, *i.e.* bear the signature of the payee on back before it can be cashed.

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* It has been decided recently as a temporary measure to raise the maximum for amounts payable out of the imprest from L.E. 2 to L.E. 5. (Finance Circular No. 24–1920.)

Endorsement.—An endorsed cheque to order can be cashed by any one in a similar way to a cheque to bearer.

It is better, when the endorsement of cheques is necessary, to specialize the endorsement by writing "pay to the order of ...." *

All cheques used by the Government are cheques to order so as to ensure the identity of the person who cashes the cheques.

Crossing of Cheques.—Some firms, when sending their invoices for supply of articles, etc., ask that their claims should be settled by cheques crossed in favour of a particular bank. This means that two parallel lines are drawn across the face of the cheque having the name of the bank in question written between them; such cheques when received by the merchants are handed to the bank in whose favour they are crossed for collection.

Validity of Cheques.—Cheques on banks are generally valid for five years from the date of issue. But to avoid unlawful payment it has been arranged with the National Bank that Government cheques are valid for payment if presented within six months, after the lapse of which the holder should return it to the issuing Department to put a visa approving delay. There is no restriction as to the number of renewals, provided they fall within the allowed five years.

Advice of Cheques.—The branches of the National Bank of Egypt should be advised once or twice a day on Form No. 49 *C.G.* (Fig. 2) of all cheques drawn on them.

Loss of Cheques.—Departments must at once inform the branch of the bank upon which the cheque was drawn, with the number and amount of cheque lost in order to stop payment, and according to instructions contained in Article 3 of Financial Instructions No. 14, of July 1, 1916, the concerned Department should have a notice published in the *Journal Officiel* in the following text (A). The insertion fee of 300 milliemes will be first collected from the party concerned, which sum should be credited to the Government Press.

Text (A).

"The public is hereby informed that whereas cheque No. ......, issued by...................., on the date of...................., on the National Bank of Egypt, ... branch, to the order of ...., for the sum of L.E. ...., has been notified as lost, the said bank has been advised on presentation of the said cheque to stop payment thereof and consider it null and void."

Duplicate Cheque.—In place of the lost cheque a new one shall be drawn with the following annotation in red ink on the face of it between two parallel lines, thus: "Duplicate in place of Cheque No. ......, dated........., which the payee declares to have lost or never received."

* Name of person authorized to receive the amount of cheque is to be written here.

Before the above duplicate cheque is issued the following formalities are necessary :—

(1) If the cheque is lost by the bank, the bank should give the following declaration :—

" The .... hereby agrees to assume, in so far as concerns the Egyptian Government, all responsibility resulting from the loss of Cheque No. ......, issued by ...., on the date of............, for the sum of L.E. ...., in favour of ...., and from the payment of the amount thereof, undertaking to refund such amounts at the demand of the Egyptian Government in the case where the said cheque shall have been encashed or its amount claimed from the Government.

" This engagement is good for a period of five years to date from.............. (date of the issue of the lost cheque)."

(2) In case where the cheque is lost by one of the public, the latter must either give a banker's guarantee in the sense of the condition laid in the above declaration or make a deposit of bonds of a value equal to that of the lost cheque. The bonds will be accepted on the same conditions as contractor's deposits in securities contained in Article 7 of Finance Instructions No. 19, of January 1, 1919, and will be left on deposit with the National Bank of Egypt for five years.

(3) If a Government official is responsible for the loss of a cheque the issue of a duplicate cheque shall not be delayed, so as to give the payee no cause for complaint.

As regards the disciplinary action to be taken and the pecuniary responsibility of the official, where the amount of the lost cheque has to be paid at once, Departments shall deduct a quarter of his monthly salary until the whole amount is refunded, provided that the amount of the cheque shall not exceed three months of his pay. If it does exceed this amount, the Ministry of Finance shall make a special decision. This deduction is in addition to the fine or punishment which should be inflicted upon the official in proportion to the gravity of his negligence.

Pay Orders.

Definition—Construction and Supply of Pay Order Books—Advice—Filling in Pay Orders—Payment Abroad—Validity—Loss—Duplicate Pay Order.

Definition.—A pay order is an order to a Government treasury signed and countersigned in the same way as a cheque.

The pay order Form No. 9 *C.G.* (Fig. 3) is printed in pale blue tinted paper with lithographed ground.

Pay Order Books.—Pay orders are bound in books of 50 or 100 orders with a serial number on counterfoil and order. They are supplied the first time direct from the Stationery Office, Ministry of Finance. The counter-

foils of completed books should be sent to the State Audit Department which will, after checking, notify the Stationery Department to issue further of pay order books in their stead.

A pay order is only payable at the Cash Office on which it is drawn.

Advice of Pay Orders.—The Cash Office should be advised on Form No. 59 *C.G.* (Fig. 4) of every order of over L.E. 20—which order should be sent to the payee direct under registered cover— the same as cheques. Pay orders payable on village *sarrâfs* are excepted. Pay orders having a lesser value should be sent by ordinary letter post and should not be listed on Form No. 59 *C.G.*, except when the cashier is requested to carry out special formalities before payment or where the amount shown on pay order is not due before a certain date, *e.g.* salaries and allowances which are not payable until the first day of the following month.

Filling in Pay Orders.—Pay orders are written in the name of the payee. Date and nature of claim should be inserted in the space specialized for same. Amounts should be written in figures and words, and after the words "the sum of" on the line above the shading is inserted any condition which the Department may require the payee to fulfil before he receives payment, such as are referred to in foregoing article.

In case payments are to be effected by a village *sarrâf*, the pay order will be drawn in the usual way, but the space after the words "Cash Office" will be left in blank so as to be filled in by the Mudîrîya in the name of the *sarrafîya*. In order to enable the Mudîrîya to fill this space the name of the village and Markaz should be inserted after the name of the payee. Such pay order should be listed by the issuing Department on separate Form No. 59 *C.G.* from those payable on the Mudîrîya Cash Office itself.

The cashier is responsible for effecting payment to the rightful party, and so they should not pay any sum to an unknown payee except with two witnesses known to him who guarantee the identity of the payee.

Otherwise the payee should have his signature certified by the local authorities or by the drawer of the pay order.

The payee may authorize another party (proxy) by a declaration on the back of the pay order to receive the amount of pay order on his behalf. To pay such sum, the signature of the payee and personality of the proxy should be known to the cashier, otherwise their signatures should be certified in the above-mentioned manner.

Payment Abroad.—When a payment is to be made abroad, it should be through the Ministry of Finance. The Department concerned should send pay order Form No. 9 *C.G.* to Finance accompanied with voucher, and after the word "Cash Office" the words "State Accounts" should be written, and after "Pay to" the name and address of claimant, and after "the sum of" the equivalent in foreign currency (in figures and words) of the amount entered in Egyptian currency in the space provided for amount of claim.

On receipt of this pay order the Ministry of Finance will have a cheque drawn in the name of the payee for the above against current account of the Department concerned which will be debited with the amount in due course.

Validity of Pay Orders.—Pay orders are valid for payment if presented within three months following the month of issue. Should a pay order be presented after the lapse of this period, the holder may be requested to return it to the issuing Department who will have it renewed for a further period, provided no objection exists, and after consulting the Register of Cheques and Pay Orders issued to see that the pay order has not for any reason been cancelled.

Such renewal will be effected in the blank space on the back of the pay order and signed by one of the officials authorized to sign or countersign pay orders, thus: "This pay order is hereby renewed and is valid for payment three calendar months after this present month."

Loss of Pay Orders.—As soon as a Department is made aware of the loss of a pay order, notice must immediately be given to the Cash Office on which the lost order was payable to stop payment and an annotation to that effect should be made in the register of cheques and pay orders.

The cashier should take note of the number and date of the pay order and the name of the issuing Department to which he should reply that he has done so. It is better that the cashier should keep a book in which one page is set aside for the record of cancelled pay orders of each Department, that he may easily consult all numbers so stopped of less than four months old before effecting any payment of orders presented to him.

Duplicate Pay Order.—In place of the lost pay order a new one should be drawn with the following annotation in red ink: "Duplicate, in place of Pay Order No. ... ."

The Department will not issue the above duplicate until they are in receipt of all pay orders paid up to the date on which the cashier has acknowledged receipt of the instructions to cancel the original pay order. This is to ensure the non-payment of the stopped pay order.

General.

Keeping Cheques and Pay Order Books—Writing of Cheques and Pay Orders—Corrections—Adjustment of Cheques and Pay Orders lost—Specimen Signature.

Keeping Cheques and Pay Order Books.—They should be kept under lock and key and the official entrusted with the drawing of cheques and pay orders shall have an extra book other than that in hand.

Writing of Cheques and Pay Orders.—They should be written in good and indelible ink, words and figures should be clear, no blank spaces should be left which might allow of an unauthorized addition to the amount,

specially in the case of cheques and pay orders of less than L.E. 20, which are not advised.

The gross amount of cheque or pay order deduction and net amount and object of claim as shown on voucher (Form for Approval of Payment No. 50 *C.G.*) should be shown on counterfoils. However, if the Chief Accountant wishes to revise the posting in ledger he could have the allocation of expenditure shown on the voucher Form No. 50 *C.G.* rewritten in each counterfoil, otherwise he can consult the Register of Cheques and Pay Orders issued in which the entries are made from the voucher itself.

Corrections in Cheques and Pay Orders.—Care should be taken so as to avoid corrections in the name of the payee or amount payable, but, if any error occurs, corrections should be made in red and initialled by those officials who signed and countersigned the cheque or pay order. Erasures are strictly disallowed, and should the cheque or pay order be unalterable, it is better to cancel it and keep it pinned to the back of its counterfoil for record and draw a new one. In a case of this sort, the National Bank of Egypt should be notified of the number and date of the cancelled cheque.

Adjustment of Cheques and Pay Orders lost.—To render the issue of the duplicate pay order or cheque possible, an adjustment note will be made closing the amount of the stopped cheque or pay order to the debit of Cheques Account (*Chèques à payer*) or Pay Orders Account (*Mandats à payer*) and opening a like amount to the credit of that same account representing the duplicate cheque or pay order.

This explanation will be readily understood by those who are keeping separate accounts for pay order register Form No. 54 *C.G.*, Credit and Debit, and also Form No. 56 *C.G.* for Cheques Account, as they have all cheques and pay orders paid or adjusted in the above manner entered in the debit side; but to those who are keeping a register of cheques and pay orders issued and account for unpaid cheques and pay orders only and whose credit of Cheques and Pay Orders Account is made once a month, the following further explanations will perhaps facilitate matters.

Suppose a cheque or a pay order was issued on June 5, 1919, for L.E. 5, and declared to be lost on June 10, and a duplicate was issued after the necessary formalities on June 20 for the amount, of course the net amount of the original cheque or pay order was entered in the Register of Cheques and Pay Orders issued on June 5 under the proper column, whether cheques or pay orders, and the deduction (if any) under receipts or deposits, etc. So when the duplicate cheque or pay order is issued in the net amount it should also be registered and entered under the above mentioned column and at the same time a tick (✓) should be put beside the amount of that original cheque or pay order and an annotation written explaining that it has been replaced by a new cheque or pay order No. ...... of .... *vide below*.

The duplicate cheque or pay order should be entered in Ledger under separate heading "Cheques Account" or "Pay Orders Account."

When the time comes to draw the monthly adjustment note this cheque or pay order account forms a debit, the same as budgetary expenditure, deposits, or *'ohad*. Against this is set the amount of the new cheque or pay order appearing in the credit of that account; similarly, if the duplicate cheque or pay order will not be issued until the 10th of the month following that of the original. Only as the original will, in the relative month, appear as "unpaid" in the credit side of that register, it should consequently be entered in the debit side "Previous" pay orders or cheques paid out of those of the month previous.

Specimen Signature.—A specimen signature of the official authorized to sign or countersign cheques on the National Bank of Egypt or pay orders on Government Treasuries should be sent to the Ministry for distribution amongst the branches of the said bank, Mudîrîyas, Governorates, or Post Offices on which the official expects to draw cheques or pay orders.

Specimen signatures for banks are made in quadruplicate for each bank on Form No. 86 *C.G.*, showing: column No. 1 (post), column No. 2 (name), column No. 3 (signature), and column No. 4 (visa), of those who are authorized to sign or countersign cheques, or, according to a recent ruling of the State Accounts Department; the notification of temporary or definite change in the holder of posts already notified on Form No. 86 *C.G.* may be made by simple letter with a simple slip of paper in quadruplicate for each branch. This slip should contain the post, name of holder, signature, and visa of the official concerned with a footnote stating whether the post is definitely or temporarily occupied.

Specimen signatures for Government Treasuries are made on cards, Form No. 94 *C.G.*, in quadruplicate for Mudîrîyas, Governorates, Post Office, on which pay orders are usually issued, also twelve copies are to be sent to the State Accounts Department for audit purposes. On these cards are shown name of Service, name, function, and specimen signature of official concerned, and date of commencement and termination of the said authorization. These cards are signed also by the head of the Department.

Specimen signatures for both the bank or Government Treasuries are better velocigraphed in black ink than in violet. The latter is easily wiped off when much exposed to light.

Chapter III.—BOOK-KEEPING.

Historical—Register of Cheques and Pay Orders—Ledger (Register of all Expenditure)—Inter-departmental Transactions—Drafts under Recovery—Deposits—Advances (*'Ohad*)—Receipts—Cash—General Record of Monthly Transactions—Record of Balances of Suspense Accounts—Monthly Accounts

Historical.—Up to October 31, 1915, as far as the Ministry of Public Works was concerned, the system of double entry book-keeping was performed partly by the Services and partly by the Auditor's Office itself.

The Ledger and the Journal were the important books in the branches, and every payment entered in the former was to be entered in the latter, and so the Ledger was a register of expenditure assorted under their respective budget items, sanctions, or accounts, and the Journal served as register of cheques as well as pay orders and adjustment cheques. As a result of this an abstract of the Ledger showing the expenditure on every sanction, item, or article in the current month, previous months, and total up to date, as well as a copy of the Journal were transmitted monthly by the Service with vouchers to the Auditor's Office who out of these would draw the monthly adjustment note.

To ascertain the correctness of the above the accountant was to see that total expenditure on the Ledger as shown on the abstract was equal to the total of cheques on banks and cheques on Finance (adjustment cheques) plus total retentions.

Adjustments concerning current and personal accounts were made in the Auditor's Office where the necessary records were kept. The monthly accounts for the whole Ministry on Form No. 75 *C.G.* were submitted to State Accounts by the Auditor's Office.

On November 1, 1915, it has been decided that each of the Services of the Ministry of Public Works should have a current account with the different State Departments.

According to the instructions issued by the Ministry of Finance in this connection, the following books are to be kept by each branch of the Ministry of Public Works :—

A.—Register of Cheques and Pay Orders issued.
B.—Ledger.
C.—Current Account Register, Form No. 72 *C.G.*
D.—Deposit Register, Form No. 39 *C.G.*
E.—Journal of Deposits, Form No. 71 *C.G.*
F.—*'Ohad* Register, Form No. 39 *C.G.*
G.—Journal of *'Ohad*, Form No. 71 *bis C.G.*
H.—Securities Register, Form No. 58 *C.G.*
I.—Ledger of Receipts, Form No. 81 *C.G.*
J.—General Records for Monthly Transactions.

The construction and use of these books will be explained in greater detail.

Register of Cheques and Pay Orders issued.—In the Ministry of Public Works this book substitutes the two Registers of Pay Orders and Cheques, Forms Nos. 54 and 56, used by the Mudîriyas, Governorates, and other Departments in which there is a Cash Treasury.

Every cheque or pay order issued should be at once recorded in this book which is constructed for that purpose.

The folios of this book are made of two opposite pages, that on the right hand shows the " Debit " of those accounts and that on the left hand shows the " Credit."

The debit side is divided into the following columns :—

(1) Date. Either of the cheque or pay order.
(2) Number of cheque. That printed.
(3) Number of pay order. That printed.
(4) Number of voucher. Progressive number of all payments made by cheques and pay orders.
(5) To whom payable. The person to whom the amount is due or the delegate for distribution.
(6) On account of. Nature of claim.
(7) Ledger folio. The number of page of Ledger in which the entry is made.
(8) Ledger heading. The item or sanction to which the amount shown on column 9 is debited.
(9) Details of gross amount of cheque or pay order. The amount allocated to each of the relative budget items or sanctions as shown on column 8.
(10) Gross amounts. Gross amount or the total of those amounts shown on column 9, which amounts should tally with those shown on the " credit " side.

The credit side is composed of :—

(1) Retentions on cheques or pay orders, such as stamp, pension, fines, etc., in case of receipts. Amounts to be deducted from expenditure or wages waiting refund in case of deposits. Amounts pending collection or imprest, etc., in case of '*ohad*, or current account in case of recovery made for another Service.
(2) Net amount of cheques. Cheques Account.
(3) Net amount of pay orders. Pay Orders Account.
(4) Date of payment. The date in which the cheque or pay order was cashed. This column is filled as soon as the list of cheques paid or pay orders are received with the Debit Note.
(5) Remarks. Such as suspension, renewals, etc.

Each month this book is added up and the total of (1), (2), and (3) of the credit side should tally with amounts of column 10 in the debit side.

Ledger.—The Ledger is a book of accounts in which one or more pages are set aside for the record of payments in gross on each budget item: Deposits, *'Ohad*, Current Accounts, Cheques Account, and Pay Orders Account.

Expenditure upon works and their maintenance and purchase of material must be allocated to an estimate sanctioned for a stated sum chargeable to the relative item, thus every sanction should have a separate account in the Ledger.

And the total expenditure on all estimates charged to one item is the total expenditure on that item.

On the top of the page is entered the name as well as the amount of budget item or sanction and the serial number of the latter or only the name of the accounts or budget item (not budgeted in that service) such as the Suspense Account referred to above or war gratuity appearing in budget of the Ministry of Finance.

Any authorized modification as to the increase or decrease of the sum payable on the same heading should be shown in red ink next to the original amount.

Once the cheque or pay order is issued, it should be passed to the official in charge of the Ledger to have the payment posted to their relative heads and the Ledger folios in which their amounts appear are entered on Form No. 50 *C. G.* (Approval of Payment) in the space specialized for that and in column 7 of the Register of Cheques and Pay Orders issued against the amounts in the usual way.

From the foregoing it is to be understood that every credit in the Register of Cheques and Pay Orders is set against a similar debit in the Ledger. Thus the Ledger and the said register taken together up to here contain complete double entry of which the following is the "Debit" (as per Ledger):—

Budgetary Expenditure.
Accounts *'Ohad* }
„ Deposits } if any.
„ Current, etc. }

Against the following in the "Credit" (as per Register of Cheques and Pay Orders issued):—

Accounts Cheques.
„ Pay Orders.
„ Receipts.
„ Deposits }
„ *'Ohad* } if any.
„ Current }

But to the account opened in Ledger not only the payments made to individuals by cheques or pay orders are debited, but also in case another Department has sent a debit note for cost of services rendered by that Department or any amount passed by them on behalf of the latter, this latter Department will have the said amount debited to its relative account in the Ledger to the credit of the debiting Department, as explained in Chapter I, *i.e.* the amount will then be posted in the Ledger, entered in the Debit of

General Records of monthly transactions under its proper account, such as *'Ohad* Deposits, Budgetary Expenditure, also in the credit of general record under current account Inward Debit Notes. The entries in this book are made by adjustment notes having a progressive number (the construction and use of these books as well as the subsidiary ones will be explained later).

When the monthly accounts are to be closed the Ledger accounts should be totalled up and assorted as to Budgetary Expenditure, Deposits Accounts, *'Ohad* Accounts, etc.

From these totals are subtracted the totals appearing in the Debit of the General Record under the same headings, thus leaving a balance which of course should tally with the totals of cheques and pay orders issued from the above mentioned register or, to put it in another way, the totals of cheques and pay orders from the Register of Cheques and Pay Orders issued are added to the totals of adjustments in the General Record, and the total should balance with the totals of the Ledger. This operation is undertaken so as to form the monthly adjustment note of cheques and pay orders issued which is referred to above; for example, suppose that when totalling the above-mentioned register it gave the following figures :—

Gross amount			L.E. 1,000
Cheques		L.E. 700	
Pay Orders		,, 250	
Receipts :—			
Stamp	L.E. 3		
Pension...	,, 45		
Fines	,, 2		
		L.E. 50	
			L.E. 1,000

and the total expenditure on the Ledger and those by adjustment as per General Record were as follows :—

	Budgetary Expenditure.	Deposits.	*'Ohad.*	Total.
	L.E.	L.E.	L.E.	L.E.
Total as per Ledger	1,100	70	15	1,185
Less :—				
Total expenditure by adjustments as per General Record	150	30	5	185
Amounts paid by cheques and pay orders ...	950	40	10	1,000

Then the monthly Adjustment Note will read as follows :—

Debit :—		
Budgetary Expenditure	L.E. 950	
Deposit Account...	,, 40	
'Ohad Account	,, 10	
		L.E. 1,000
Credit :—		
Cheques account	L.E. 700	
Pay Orders account	,, 250	
Receipts	,, 50	
		L.E. 1,000

If, when making the above operation, the amounts left after deducting the total of adjustments do not balance with total of the Register of Cheques and Pay Orders, an error in posting has obviously been made, that can only be ascertained by careful examination of each account and possibly by checking the postings. In order to insure the correctness of entries in the Ledger a complete sheet of paper is ruled into vertical columns half an inch in width for each budget item, sanction, or account; in these columns only the figures chargeable to each account are entered, which entries are made as soon as cheques, pay orders, or Adjustment Notes are issued.

When the month's account is to be closed these columns are totalled and a comparison of these totals, with those in the Ledger, would further locate the error.

These lists can be velocigraphed once a year and kept for that purpose. It does not matter if the entries in these lists are made in pencil as they will be dispensed with just after the correctness of the operation is ascertained.

Inter-Departmental Transactions.—Books No. 72 *C.G.* are kept for recording transactions concerning each of the following accounts, otherwise for the sake of paper economy one book may be used, thus setting aside some pages for each account, *viz.* :—

I.—Inward credit and debit notes, *i.e.* decadal lists received from other Departments, for sums collected or paid on account of the Department.

II.—Outward credit and debit notes, *i.e.* decadal lists issued to other Departments for sums collected or paid by the Department on account of the other Departments.

III.—Movement of funds, debit and credit, *i.e.* funds despatched and funds received.

I.—Inward Credit and Debit Notes.

Inward Credit Note.—Every ten days a Department receives notes Form No. 35 *C.G.*, showing the sums recovered by others Departments for its own account. These notes should show the amount collected, object, and date of collection.

As soon as this note is received, the Accounts Section should issue an adjustment note Form No. 61 *C. G. crediting* the sum collected to the account concerned such as receipts, stamps due, fines, etc.; deposits: caution money, wages waiting refund, amounts to be deducted from expenditure, etc. *'Ohad*: advances pending collection, imprest, etc. By the *debit* of that Service who sent in this credit note being the debtor: sums wrongly credited in the first and second decades of the month should be credited back to the Service concerned. As regards those in the third decade they should be credited to Deposits (Receipts pending Adjustment) and debited to that same account to the credit of the Department concerned in the next month. In both instances a credit note for the amount should be issued.

The same is done when a merchant sells something to a customer. He should have the sum entered in the debit side of the Ledger in the customer's personal account. It is *here* that such amounts are entered on the debit side of the inward note book or section.

The amount and the name of the Department which made the recovery, and the particulars, should be clearly shown.

Inward Debit Note.—Every ten days the Department receives Debit Notes Form No. 70 *C.G.*, showing all sums paid on its behalf either by the different State Departments or by the National Bank through the State Accounts (Central Treasury), also sums due by it for services rendered by those Departments. These sums should be debited to the cheques or pay orders account or budget item or account as the case may be to the credit of current account of the Service or Department which effected the payment.

The entry should be in the credit side of the Inward Notes Book.

In other Departments where there are registers Nos. 54 and 56 for pay orders account and cheques account, these pay orders or cheques thus cashed should be debited to the same account, *i.e.* all pay orders or cheques paid as per debit notes should be entered in the debit side of these registers.

This is not the case with the branches of the Ministry of Public Works or other Departments keeping Register of Cheques and Pay Orders, where the amount of cheques and pay orders thus paid should only be marked with a tick (✓) and the date on which the sum has been cashed should be annotated in the column reserved for that purpose in the said book.

Should any sum have been debited by another Department and for which no pay order has been issued, it should be debited to the budget item or Ledger account concerned (without issuing a pay order) to the credit of the Department which effected the payment.

All amounts, whether debitable to the pay orders account or cheques account or to budget item or other account lists should form one adjustment note, thus:—

Credit.		Debit.
	By pay order accounts No. ...... dated......... etc., etc.	L.E. 20
	By cheque accounts as per attached list received with the debit note	„ 100
	By budgetary expenditure, Chapter IX, 2, 1 (A) "permanent" salary of Ahmed Bey Fahmy, Director of Teftîsh el Wadi, chargeable to Irrigation budget	„ 60
		L.E. 180
L.E. 180.	To the Central Treasury current account (Ministry of Finance).	

It happens that certain sums which do not concern this Department are wrongly debited. Such sums should be redebited to the current account of the Service concerned, in case they are included in the first or second

decades. As regards those which may be wrongly included in the third decade, they should be debited to the account '*Ohad*, pending their adjustment in the next month by the debit of the Department concerned to the Credit of this account '*Ohad*. A debit note should be issued in either case.

II.—Outward Credit and Debit Notes.

Outward Credit Note.—Similarly, when a Service collects sums on behalf of other Departments, it should credit that same Department with every amount thus collected as well as sums which are to be recredited to them by debit of budget item or account thus concerned; entries should be on the credit side of the Register Outward Credit and Debit Notes.

Every ten days credit notes Form No. 35 *C.G.* are issued, one to every Department, showing sums recovered on their behalf as per those appearing in the credit side of that book or section on the decade under review which should tally with the credit notes thus issued.

Outward Debit Notes.—When amounts are paid by cheques or pay orders to individuals or credited to another Department, on account of any Government Service, or when sums which were wrongly debited and charged to '*Ohad* are to be re-debited; the Circle or Department that effects payment or adjustment should have same debited to the current account of the Department concerned to the credit of cheques or pay orders '*Ohad*, or receipts or the other Department concerned. This entry should be in the debit side of the Register of Outward Debit and Credit Notes.

It is to be noted here that the net amount only (excluding stamps and other retentions) is debited to the current account, however such retentions should be shown in the column reserved for the remarks on the debit note to allow the debited Department of having same credited to their proper accounts such as receipts, '*Ohad*, etc.

This is far better than to have the gross amount debited to the Department concerned, as this will necessitate the issue of a credit note of such retentions.

Every ten days debit notes Form No. 70 *C.G.* should be issued, one to every Department concerned. The total of debit notes thus issued should tally with the amount appearing in the debit side of the Register Outward Debit and Credit Notes.

The foregoing explanation expounds what has been stated in the conclusion of Chapter I. that what is taken here as debit to other Departments is considered by them as credit to us and *vice-versa.*

Decadal lists Form Nos. 35 *C.G.* and 70 *C.G.* should be sent to the Service concerned not later than the fifth day of the next decade, with the exception of those concerning the third decade which should be sent as to reach the Department concerned not later then the 12th of the following month.

A footnote should be given on those of the third decade showing the amounts which have been credited or debited in the preceding two decades

in order that each Department will ascertain the total of sums collected or expended by other Departments on their behalf for the whole month.

III.—Movement of Funds.

Debit (*Funds Despatched*).—Receipt Form No. 33 *C.G.* should be given or sent to the person or firm who pays the amount. Such sum received in cash should be adjusted to the credit of Deposits, or Receipts, '*Ohad*, as the case may be, by debit of "Cash."

When the cash is paid into a Mudîrîya Treasury, post office, or any Government Treasury, the account Cash should be credited by the debit of the Department which received the amount.

The entry should be on the debit side of the Movement of Funds Book or Section to the credit of the account Cash.

In this case Form No. 6 *C.G.* instead of Form No. 70 *C.G.* should be forwarded on the date fixed to the Department concerned. The Accounts Section of the Treasury which received the amount should check Forms No. 6 *C.G.* received with the amount paid to them.

Credit (*Funds Received*).—When a Mudîrîya or any Government Treasury is in receipt of amounts from another Service or from the National Bank of Egypt, it should credit the account Movement of Funds (Funds received) with the amount by the debit of Cash.

The entry should be on the credit side of the Movement of Funds Book.

Similarly, when a Service is directed, in case of seizures upon sums due to a certain contractor or upon cost of, land expropriated from a certain person, to have such sums deposited with one of the Courts, they should form the subject of an adjustment note by debit of gross amount payable to the appropriate budgetary head, Deposit or '*Ohad*, to the credit of the Mixed or Native Court, as the case may be, by means of Movement of Funds (Funds received).

Should there be any stamp duty, the net only is to be passed to the above account and the stamp due to the receipts. The Court concerned should be advised of the passage of same to its credit, which advice should be accompanied by a list of the opposing creditors, amount of their claims, warnings, and all documents in this connection.

When the Court is in receipt of the above advice and documents, it should debit the account Movement of Funds (Funds despatched) by the amount. Of course they will pass the deposit fees to their Receipts and the balance to Deposits.

The Court should send Form No. 6 *C.G.* to the Department concerned for checking and a list showing the amount passed by the Departments to the Movement of Funds (Funds received) should accompany the monthly account Form No. 75 *C.G.*

The following chart will perhaps more explain the above :—

Credit.			Debit.		
(I) Inward Debit Note ...	(II) Outward Credit Note ...	(III) Movement of Funds (Received) ...	(I) Inward Credit Note ...	(II) Outward Debit Note ...	(III) Movement of Funds (Despatched) ...

A list, Form No. 7 *C. G.*, bearing the names of the Mudîrîyas, Governorates, and State Departments, which has on one side those appearing under *credit* and on the other those under *debit* for the whole month for each of those Departments, should accompany the monthly account Form No. 75 *C.G.*

Drafts under Recovery.—The infidelity which appeared on part of some low-spirited persons resulting from the endorsement of cheques on a bank to their names or to their subordinates for encashment under the screen of their intention to have same deposited with a Government Treasury has forced the Ministry of Finance lately to make a method of bringing all cheques received from a contractor as provisional deposit or cost of material, etc., into account from the date of their reception.

A Ministry, Administration, Mudîrîya, or Governorate, on receipt of a private cheque (after seeing that it bears the acceptance of the bank on which it is drawn) should credit it to Receipt, or Deposit, or *'Ohad*, as the case may be, by debit of accounts "Drafts under Recovery" for which some pages are set aside in Current Account Book No. 72 *C.G.*

As soon as the above adjustment and booking are fulfilled, the cheque should on the same day be endorsed "to the National Bank of Egypt" for account of the Egyptian Government by the two officials authorized to sign and countersign the cheque and have it forwarded to the said bank with a recovering schedule No. 47 *bis C. G.*, giving details as to the number and amount of the cheque and the name of the party making the payment.

The schedules should be given an annual consecutive number. Cheques received in a day should be entered in the schedule with a daily serial number put in front of the entry of the cheque and on the top left hand corner of the cheque itself after the number of schedule in which the cheque is entered, thus 12/1, 12/2, 12/3, *i.e.* cheque No. 1, 2, and 3 forwarded with the schedule No. 12.

When the National Bank collects the amount of the cheque, it will have same credited to the Central Treasury account, the latter as well, will credit the Service concerned with the amount, who when in receipt of the credit note in question will have the amount credited in detail to the account "Drafts under Recovery" by debit of Central Treasury Account.

First Adjustment.

Debit: Draft under Recovery. Cheque No............... on......... Bank received from Mr. E. H. Day, provisional deposit for building Matmar Regulator	L.E. 100
Credit: Deposits account: caution money	L.E. 100

Second Adjustment.

When the credit note is received.

Debit: Central Treasury Current Account being amount of cheque No. .... dated................. on......... Bank received from Mr. E. H. Day, provisional deposit for building Matmar Regulator, and sent to the National Bank for collection	L.E. 100
Credit: the "Draft under Recovery" account	L.E. 100

Thus the account Drafts under Recovery will be closed and the amount will have been passed to its appropriate accounts.

The Service concerned should of course hasten the National Bank if the amount of cheques is not received in the credit notes of Central Treasury of the second or third decade following that in which the cheque was forwarded to the bank.

Deposits Accounts.—The Deposits Accounts are kept in Register Form No. 39 *C.G.* Details and total of amounts, particulars as to the object of deposit and name of depositor, locality in which the deposit was paid, number and date of adjustment notes, should be shown, whether in case of collection or payment, on either debit or credit side.

Each of the following kinds form a separate register:—

I.—Caution Money (guarantees).
II.—Alimonies and other Court Attachments.
III.—Unpaid Salaries.
IV.—Receipts under Adjustment.
V.—Amounts to be deducted from the Expenditure.
VI.—Sundry Deposits.

Beside these there are some other kinds which do not exist in the Ministry of Public Works branches. As an explanation to the above, the following might be helpful to beginners in the Accounts Sections :—

I.—Caution Money (Guarantees).

(*a*) *Caution Money.*—Accepted contractors before being entrusted with a work are requested to deposit into a Government Treasury a stated sum at the rate of ten per cent of their total tender for the work as a caution money for carrying out the work satisfactorily according to the terms of the contract. The contractors deposit this caution money either in bonds (securities) in the National Bank of Egypt or in cash into another Government Treasury or that of the Department concerned, as may be convenient to the contractor. If the deposit is made in bonds, they should be debited to the account "Securities" to the credit of "Deposits: Caution Money" according to Finance Circular No. 22 of 1918. The entry should be on the credit side of the Ledger of deposits. And if in cash or through another Department, it should be credited as well to the above deposit account by debit of cash or the current account of the other Departments who made the recovery according to the credit note received from them.

A separate account is kept for each depositor, *i.e.* a separate ledger folio is set for each depositor with his name inserted on the top in the space reserved for that purpose. The time allowed for the deposit of the above caution money is ten days from the date the contractor is informed of the acceptance of his tender; otherwise, if he fails to do so, his provisional caution money is forfeited. This caution money of ten per cent should be left on deposit until the contractor's final account is settled (Irrigation) or until the final reception of the work, *i.e.* after the lapse of the period of guarantee, generally one year (Buildings).

(*b*) *Provisional Caution Money.*—A contractor tendering for a work, supply of articles, rental or purchase of Government property, should attach to his tender, submitted to the Department concerned in the fixed time, a guarantee of two per cent of the total tender, either by a private cheque on a bank, in cash, or by Post Office Money Orders or Inland Postal Orders, or at a value of ten per cent if by a banker's letter of guarantee, which letter forms no entry in the accounts books and should be returned to the bank concerned when the acceptance or rejection of relative tender is declared. If by a private cheque, the amount of the said cheque must be credited to "Deposits: Provisional Caution Money" by the debit of "Drafts under Recovery" as already explained. If the provisional deposit be received in cash, it should be credited to the same account by debit of cash after having been receipted on Form No. 33 *C. G.*, as explained under the subject of Movement of Funds.

In case the contractor attaches to his tender the provisional deposit in Inland Postal Orders, they should be receipted in the space reserved for that purpose or stamped "Paid" and credited day by day in virtue of the usual adjustment note to the account "Deposits: Provisional Caution

Money " by the debit of the Postal Department on P.O. Form No. 30 accompanying a debit note Form No. 70 *C.G.* If the contractor attach an Inland Post Office Money Order, it should be accepted and acted upon pending the receipt of the credit note of the Postal Department, when the amount should be credited to the above " Deposits Account " by debit of the Postal Department (*vide* Finance Circular No. 16 of 1916).

There is no need here to keep a separate account for each person; they are all consecutively recorded under the above head. Provisional deposits should be refunded immediately after the contractor pays the caution money as explained in (*a*) above or it may be adjusted to the account " Deposits: Caution Money " should the contractor request to consider it as a part of his caution money for the work.

The forfeited provisional deposits or caution money should be passed to Receipts and never be cashed again except by the Finance approval.

(*c*) *Caution Money for the Removal of Surplus Earth.*—Permits may be given to individuals with certain conditions to remove earth from canal banks against a fee of L.E. 1, which is passed to Receipts, and also a caution money generally at the rate of five milliemes per cubic metre of the quantity required as a guarantee for the proper execution of the work. Any infringement of the orders or instructions given will entail the cancelling of the permit and forfeiture of the deposit. On conclusion of the work or expiration of the permit the deposit or such part of it left after restoring any damage is refunded to the applicant.

II.—Alimonies and other Court Attachments.

(*a*) *Alimonies* for a wife or any other dependant (not exceeding a quarter of the salary of an official) may be retained by the Department concerned according to a Court's decision and credited to Deposits under a separate sub-head and paid to the interested party.

(*b*) *Oppositions.*—Sums due to a certain contractor by the Government but opposed by a third party are debited to the appropriate budgetary head, " Deposits : Caution Money," etc., etc., and credited to the account " Deposits: Oppositions." A separate account for each individual, the same as for caution money, should be kept; such sums should remain in the above account until the Legal Office give their decision as to whom the amount is payable.

The two above mentioned sub-heads form the above heading.

III.—Unpaid Salaries.

In case it might not be possible in due time to pay off wages or salaries, they should be credited to " Deposits: Unpaid Salaries " by debit account Cash after having been receipted on Form No. 33 *C.G.*, as already explained. Should such sums be payable in a district where no receipt Forms No. 33 *C.G.* are kept by the Department concerned, they should be paid to a village *sarrâf*, and consequently the sum is credited, when the credit note is received, to the above heading by debit of the current account of the Mudîrîya which makes the recovery.

IV.—Receipts under Adjustment.

To the above head the following accounts are credited and consecutively recorded in one account:—

(*a*) Sums credited by another Department but the kind and source of which are unknown pending receipt of further information of the crediting Department on the receipt of which information they should be adjusted to the appropriate account.

(*b*) All sums wrongly credited in the third decade of each month (March excepted) pending the adjustment in the following month by debit of this same account to the credit of the Department concerned.

(*c*) Recoveries of expenditure unduly incurred during a previous financial year pending regularization at the end of the year.

V.—Amounts to be deducted from Expenditure.

To the above head are credited the following:—

(*a*) All sums to be deducted from expenditure or for the adjustment of amount wrongly debited to one item instead of another, suspense account or another Department's current account.

(*b*) Cost of sale of stores which was unforeseen in the budget estimates and which should be replaced; whether or not the articles were paid for on the current or previous year's budget. Cost of articles lost or broken once collected should also be credited to this head.

(*c*) Before the closure of a financial year all sums of item (*c*) above "Receipts Pending Adjustment" after being examined by the State Audit Department should be debited to this account and credited to the above heading, so as to allow of the necessary deduction from the proper head of expenditure in the March account.

At the end of every month an adjustment note should be issued covering all sums credited to the above special heading in order to deduct same from the proper heads of expenditure, so that only the net amount of expenditure after reduction will be shown in the monthly accounts Form No. 75 *C.G.* in the column reserved for the current month.

It is to be noted here that these deductions should be made after the monthly adjustment note is issued.

VI.—Sundry Deposits.

(*a*) All other various kinds of deposits such as for private culverts pipes, nibres, etc., should be credited to the above head and should not be refunded except by declaration from the engineer concerned that the work was satisfactorily done, if it is of a permanent nature, or restored if for a certain period; otherwise only the part of it left after restoring any damage is refunded to the applicant.

(*b*) Amounts collected from the inhabitants of a certain Mudîrîya for bridges or similar public works should form a separate sub-head under the above account.

Journal of Deposits.—Recapitulation of credit and debit of deposits is recorded in the Journal of Deposits Form No. 71 *C.G.* Both the credit and debit sides contain vertical columns topped with the above deposits heads. Number and date of adjustment to deposits and ledger folios of the entries on registers Form No. 39 *C.G.* should be inserted in the column reserved for that purpose in this register as well as in the crediting note. Also the Journal folio should be shown on the recapitulation made in the relative adjustment note for future reference.

Refund of Deposits.—Deposits are refunded when the Accounts Office is satisfied that the deposits really exist and that they have not been affected by seizure or cession; moreover, the Chief Accountant should give a declaration to the effect that the deposit is credited, Folio No. ...., Part ...., and that there is no objection to its being refunded. Refunds should always be supported by the deposit receipts.*

As soon as a cheque or pay order is issued for the refund of deposit, it should (after having been entered in the Grand Ledger under "Deposits Accounts" and Register of Cheques and Pay Orders in the manner explained) be recorded in detail on the debit side of the relative ledger of deposits Form No. 39 *C.G.* and again in the Recapitulatory Register Form No. 71 *C.G.* (Journal of Deposits).

In both these registers, the mention of number and date of cheque or pay order or adjustment note is necessary. The folio numbers of both the registers should also be shown on the document for future reference.

All deposits thus refunded should be marked with a tick (✓) in the relative ledger of deposits and an annotation in red ink should be made in the credit side of the register referring to the month of payment as shown on the debit side.

The balance of each kind of deposit should agree with the outstanding deposits as detailed in the ledger deposits Form No. 39 *C.G.*

At the closure of the month accounts, all entries made on the different deposit accounts to both the debit and credit should be totalled and added to those of the previous month to find out the total up to date. The difference between the debit and credit of those accounts is the outstanding deposits.

Transfer and Lapse of Deposits.—Once the account of the month of February is closed and before March 31, lists showing the different kinds

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* In case the receipt of deposit is lost, a declaration should be given by the depositor to the effect that if the lost receipt be traced, it shall become null and void. (*Vide* Art. 158, Chap. III, Sub-Chap. IV, of the Financial Code, edition 1908.)

of outstanding deposits to end of February should be submitted to the State Audit Department with the following details :—

(*a*) Amounts of deposit.
(*b*) Name of depositor and object of deposit.
(*c*) Date and number of receipt of deposit.
(*d*) Why the deposit was not refunded.

The State Audit Department will examine these lists and return them with the necessary remarks to the Department concerned who will do the required regularization in the March account, annotate those adjusted, and add those credited in the said month and which could not be refunded.

These lists should, when so completed, be returned to the State Audit Department within ten days for careful examination before the closure of the year's account.

Before closure of the March account the different registers of deposits are to be examined and all deposits not exceeding L.E. 1 which have not been claimed within a year (ending on March) following that of recovery, also deposits or part of deposits of over L.E. 1 which have been on deposit for more than three years, should be passed in the said month's account to Miscellaneous Receipts * (*vide* Art. 108, Chap. IV, Sub-Chap. IV, of the Financial Code, 1908 edition) with the following exceptions :—

(*a*) Seized deposits or those in dispute pending the Court's decision or the removal of seizure.

(*b*) Deposits of Government officials are governed by Article 108 from the date on which they cease to resume their duties.

(*c*) Caution money for work, supply of materials, or rental of Government property are governed by Article 108 in question from the date the payment becomes due.

(*d*) Amounts collected from individuals or the public for asphalting of public roads or the construction of canals or bridges should remain until they are expended on the work for which they were collected.

When the month of March is closed, the balance of each kind of deposits as shown on the Ledgers of deposits Form No. 39 *C. G.* should be transferred to a new book for the next year.

It is very important here to note the use of putting accurate annotations on the credit side whenever a deposit is refunded or adjusted in the course of the year, for, should any annotation be missed, it will be found that deposits thus carried forward will not correspond with the real balance and consequently the payments recorded on the debit side of those books must be carefully examined and compared with those annotated in the credit side in order that the mistake may be detected.

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* They should not be refunded except by the approval of the Ministry of Finance who will examine the reasons for the delay of claims.

Advances ('Ohad).—*'Ohad* are recorded in registers Form No. 39 *C.G.* (Ledger of Advances), same as those of deposits, under the following heads :—

I.—Expenditure pending Adjustment.
II.—Advances pending Collection.
III.—Advances under Recovery from British Military Authorities.
IV.—Imprests.
V.—Amounts to be deducted from Receipts.

I.—Expenditure pending Adjustment.

To this head are debited the following kinds of expenditure :—

(*a*) Sums debited to a Department, when the adjusment of payment is unknown, pending further explanation of the debiting Department, when it should be adjusted to the appropriate account.

(*b*) All sums wrongly debited in the third decade of a month pending the adjustment in the following months to the credit of the same account by debit of the current account of the Department concerned.

(*c*) Salaries and allowances authorized by Finance to be paid in the duration of a month for which they are due instead of the 1st of the following month pending their adjustment, in the first decade of the following month; similarly the other expenditure, the budget items to which they are charged are not definitely known pending declaration of same by the competent authority when they should be debited to the budget concerned item to the credit of this head.

(*d*) Judicial expenses such as sums to be deposited with a Court for an expert's expenses, etc., in a case concerning the Government according to the Legal Office's advice should be debited to this head until a final decision is given by the Court, when if it is to the advantage of the Government they should be collected from the adversaries and credited to this account, otherwise they should be debited to the Central Treasury current account to the credit of the above head.

II.—Advances pending Collection.

(*a*) The proceeds of a specially sanctioned sale to Government officials or refund of cost of articles lost by them, if not collected before the end of the month following that of issue, should be debited to this head and passed to the credit of "Deposits." Amounts to be deducted from expenditure, as already explained, or to receipts in case the expenditure involved was from a credit specially granted for the purchase of articles to be disposed of. The store-keeper should be informed of the number and date of adjustment in order to make the necessary annotation to the above effect in his Store Ledger Form No. 115 *C.G.*

(*b*) Sums paid for restoration of damages done to irrigation works, before collection is made by the Mudîrîyas should, at the moment of sending in the

claim to the Mudîrîya for collection, be debited to a special sub-head under *'Ohad* account advances pending collection to the credit of General Receipts. The entry in the *'Ohad* Register will be as follows :—

"L.E.......... paid to .... contractor or for daily wages by cheque (pay order) No. ......, dated ...., on account of cost of contravention No. ...... committed by .... Village .... Claim No. ...... sent to .... Mudîrîya and reminded on.............. and........................."

This *'Ohad* account will be closed when the sum is collected or in case of solvency of the contravener; the amount should be adjusted after Finance approval by deduction from General Receipts in the method which will be explained hereafter.

III.—Advances under Recovery from British Military Authorities.

Under this head will be placed the following :—

(*a*) Cost of consumable stores supplied to the British military authorities and which could not be recovered before the end of the month following that of issue pending recovery.

(*b*) Cost of permanent articles loaned to the military authorities which will be adjusted when the present juncture is at end ; at the same time the value of permanent articles loaned by the military authorities to Egyptian Government Departments.

(*c*) The expenses undertaken at the request of the military authorities and actually under recovery pending the fulfilment of certain formalities before the claim is made or the settlement is effected.

(*d*) The amounts actually paid as "secours" or "rent" to uninterned destitute enemy subjects or destitute families of interned enemy subjects which will be subject to claims at the end of the present juncture.

IV.—Imprests.

The payment of sundry expenditure for transport and cost of telegrams and postal dues for money sent to a Government official who happened to change his locality after the issue of cheque or pay order and other petty sums for service rendered for a Government office which are urgent or cannot conveniently be made by cheque and which in pre-war days did not exceed L.E. 2 * in the branches of the Ministry of Public Works and L.E. 5 in the Administrative Service of that Ministry should be made from "Petty Cash" (Imprest).

For this purpose, after the approval of the Ministry of Finance, an imprest of a stated sum is issued to those who are concerned in the Department

* Now extends to L.E. 5 as temporary measure.

headquarters or sections such as Chief Engineer's office or District Engineer's office and recorded under the above *'Ohad* Account "Imprest" in Register Form No. 39 *C.G.*, each imprest holder being shown in a separate account.

All approved payments thus made from imprest should be given a serial number. Amount, date, and object of payment should also be entered in the Petty Cash book once the payment is effected; the same particulars are to be shown on the counterfoil of the said book.

Before the end of each month or generally when three-quarters of the imprest is exhausted the Petty Cash book is totalled and the balance is shown and submitted to the Account Section of the Department concerned who will have the sub-vouchers checked and locate the necessary imputation as to the budget item or account to which the amounts are chargeable. A recapitulation for that is made on payment Form No. 50 *C.G.* and submitted for payment by cheque or pay order which will be booked in ledger, register of Cheques and Pay Orders, etc., as usual.

V.—Amounts to be deducted from Receipts.

(*a*) Refund of receipts unduly collected are debited to the above head at the moment of issue of cheque or pay order.

(*b*) All sums to be deducted from receipts, whether the deduction is made for the adjustment of amounts wrongly credited to one receipt item instead of another or to adjust amounts which require to be credited to another Department or transferred from budgetary receipt to suspense account, *e.g.* cost of contravention already debited to *'Ohad* "Advances pending Collection" when it should be deducted from receipts to credit of this same account in case of insolvency of contravener.

Before the closure of a month's account, an adjustment note should be issued covering all such sums debited to the above special heading to the credit of the above account for the deduction of same from the proper heads of receipts so that only the net amount of recoveries to receipts after deduction will be shown in the monthly account (Form No. 75 *C.G.*) in the column reserved for the current month.

Journal of 'Ohad.—Recapitulation of debit and credit of *'Ohad* is recorded in the Journal of *'Ohad* (Form No. 71 *bis C.G.*) in time of payment or recovery so that both the debit and credit sides of the Journal of *'Ohad* contain vertical columns topped with the above *'Ohad* headings and spaces for particulars, date and number of cheque or adjustment notes in case of payment or recovery.

The folios of the Ledger of *'Ohad* (Form No. 39 *C.G.*) in which the entry was made should be inserted in the Journal of *'Ohad* (Form No. 71 *C.G.*) in the space reserved for that purpose. Both folio numbers should be inserted in the documents of payment or recovery for future reference as well as the number and date of Finance approval for payment from suspense account.

Closing of 'Ohad Accounts.—The accountant should from time to time examine his outstanding *'Ohad* and send the necessary reminders to those concerned if they are awaiting information or pending collection from a third party, etc.

All expenditure collected should be marked with a tick (✓) in the relative Ledger of *'Ohad* and an annotation in red ink be made in the debit side of the register referring to the month or decade of recovery as shown on the credit side.

The balance of each kind of *'Ohad* should agree with the outstanding *'Ohad* as detailed in the Ledger of *'Ohad* Form No. 39 *C.G.*

At the closure of the month's accounts all entries made on the different *'Ohad* account to both the debit and credit should be totalled and added to those of the previous months to find out the total up to date.

The difference between the total debit and credit is the outstanding *'Ohad*. List of balances to end of February should be submitted for examination by the S.A.D. the same as deposits. Outstanding *'Ohad* to the end of a year are also brought forward to new books after the closure of the March accounts.

Securities Account.—When a contractor or supplier desires to deposit his caution money for work entrusted to him in the form of securities, the Department concerned will advise in writing the branch of the National Bank of Egypt in which the securities are required to be deposited: (*a*) of the name of the depositor; (*b*) object of deposit; (*c*) the securities of which it is composed.

These securities are to be recorded in Register Form No. 58 *C.G.* which contains the above information (*a*, *b*, *c*), nominal value, date of deposit, and date of refund.

The securities which may be thus accepted and the value of each as explained by Finance Circular No. 22 of 1919, are shown here below.*

The following is an example of calculation:—

Suppose that a contractor is requested to deposit L.E. 220 as caution money for the proper carrying out of a work and has offered stocks of the Unified Debt of a nominal value of £300 and the price of Unified Stocks in London on that day was £80 (although the price of stocks is fluctuating continually, this fluctuation does not affect the nature of security), then—

$$\frac{£\,300 \times 80}{100} = £\,240 = \text{L.E. } 234{\cdot}000 \text{ milliemes.}$$

Less: 5 per cent ... =	„	11·700	„
	L.E.	222·300	„

* Five per cent under the price of the day in London:—
Egyptian Debt.
British Government Stock.
Ottoman Government Stock, guaranteed by the Egyptian Tribute.
Irrigation Trust Certificates.
Agricultural Bank of Egypt—Debentures.
Bonds of the Alexandria Municipal Loan.
Five per cent under price of the day in Paris:—
French Government Stock.
Five per cent under the price of the day in Cairo or Alexandria:—
Crédit Foncier Egyptien 3 per cent Lottery Bonds.

Fractions being ignored this is taken as L.E. 220.

When the branch of the National Bank of Egypt receives the deposit, it will hand the depositor a deposit note containing all the indications shown in the letter of advice received from the Department concerned, to which a duplicate of the deposit note is sent by the bank.

Once the duplicate of the deposit note is received, the Department should make the following transaction in its books :—

	L.E.	M.
Debit :—		
Securities account : "Stocks of Unified Debt nominal value $£\ 300 \times \frac{975}{1000} =$	292	250
Credit :—		
Deposit : Caution money in securities by Mr.......................... for..............* by Contract No. .... dated.............. expiring on................. † day of the month of.........19...	292	250

Refund of securities will be made by the agency of the National Bank of Egypt with which the deposit was made when in receipt of a written declaration of the Department concerned. This should only be done when the final account of the relative work is settled provided that there is no objection to the deposit being refunded and no cession and seizures exist (the same as when the refund of caution money paid in cash is required).

As soon as the Department is informed by the bank of the refund of the securities by the bank sending a duplicate receipt, they should make the following entry, *viz.* :—

	L.E.	M.
Debit :—		
Deposits : Caution money in Securities by Mr .... for..................... * by Contract No. .... dated .... which expired on .... † by Cheque No...............	292	250
Credit :—		
Securities account : Stock of Unified Debt depositor Mr............ nominal value is $£\ 300 \times \frac{975}{1000} =$	292	250

Thus both the Deposits and Securities accounts are closed and an annotation to this effect of the refund should be placed on the Securities Book Form No. 58 *C.G.*

During the execution of the contract, while these securities are lying in the bank, the coupons (dividend) attached to these securities will be encashed by the bank in due time and paid to the depositors should they not be affected by a cession or seizure.

* Name of work entrusted to him.

† The date on which the period of contract expires.

Receipts.—The receipts of the Ministry of Public Works are made up of the following items. They are recorded in Register Form No. 81 *C.G.* under the following heads which are self-explanatory. No other records in detail are necessary :—

Receipts :—

V.—Stamp Duty.

Duty on Government payments and sale of stamped paper.

VIII.—Miscellaneous Duties.

Tanzim Dues (Cairo Tanzim).
Other Dues (Licences).

XII.—State Domains.

Rent of Properties.
Produce of Government gardens and other properties.

XV.—Pension Contribution.

XVII.—Miscellaneous Receipts and Dues.

Receipts of Zoological Gardens.
Receipts of Ezbekîya garden.
Receipts of Gîza and Gezîra Water Works Service (Cairo Tanzim).
Menaga irrigation pumps (Irrigation).
Sale of stores.
Weights and Measures (Physical Service).
Administrative fines.
Contractor's fines.
Other miscellaneous receipts :—

(*a*) Cost of restoration of contraventions.
(*b*) Rasm Nazar.
(*c*) Lapsed deposits and cheques and pay orders.

Deductions for receipts from cheques and pay orders are entered once at the end of the month when the register of cheques and pay orders is totalled up and the monthly adjustment note is issued. In the Mudîrîya such receipts are entered occasionally or daily.

When the month's account has to be closed, the columns of receipts book are totalled to allow of any deduction of the expenditure debited to *'Ohad* for deduction from receipts.

Those of the previous month should be brought down and added to those of the current month so as to show the total up to date.

However, if the amounts to be deducted from any item are greater than the recovery during the month, they should be deducted from the total up to date and the net result entered in the column " Total to Date " in the Monthly Account Form No. 75 *C.G.* The difference between the recoveries on the relative item of that month and deduction should be written in red ink in the column reserved for the transaction of the current month. Amount thus written being minus (—) should not be added to the other figures, but deducted from the general total.

It is to be noted here that each branch of the Ministry of Public Works is supposed to have in the said Record Form No. 81 *C.G.* only those items on which recoveries are likely to be made.

Form No. 75 *C.G.* for the monthly account printed yearly by the Ministry of Finance for each branch of the Ministry of Public Works shows the kinds of receipts which might be recovered by the Department concerned and from which the headings on the above-mentioned register should be constructed.

The receipts estimates should be inserted on the top of each heading in red ink so as to allow of the comparison of those estimates and those actually recovered at the end of the year.

Cash.—Cash which could not be forwarded to a Government Treasury and not debited to Movement of Funds in a month should appear in the debit side of the General Record and consequently on Monthly Account Form No. 75 *C.G.* as "Closing Cash Balance" and on the next month on the credit side as "Opening Cash Balance."

General Record of Monthly Transactions.—The general record of transactions as kept by the Ministry of Public Works is the skeleton of their various accounts operations.

Every entry in the different books should appear in the general record once as a debit and again as a credit under the relative item.

The entries are made by adjustment notes with a monthly serial number.

Credit Book.

This book is constructed for the entries made to the credit of the following accounts :—

Inward Debit Notes (Payments) ... Outward Credit Notes (Recoveries) ... Movement of Funds (Funds received) Drafts under Recovery	As shown on the credit sides of the Current Account Books No. 72 *C.G.*
Cheques ... ... Pay Orders	As shown on the monthly total of register Cheques and Pay Orders.
Securities Account	The nominal value of stocks credited to this head in case of refund.
Deposits Account ... ... *'Ohad* Account	The accounts credited to these accounts in recapitulation as in respective Journals Forms Nos. 71 *C.G.* and 71 *bis C.G.*
Receipts	As shown on register Form No. 81 *C.G.*
Cash	Sums debited to "Movement of Funds."
Amounts to be deducted from expenditure.	This is an apparent one and is designed to correspond to the debit of Deposits Account.

DEBIT BOOK.

This book is constructed for the entries made to the debit of the following items :—

Inward Credit Notes (Recoveries) ... Outward Debit Notes (Payments) ... Movement of Funds (Funds transferred) Drafts under Recovery	As shown on the debit sides of the Current Account Books No. 72 *C.G.*
Cheques ... ... Pay Orders	Those paid or adjusted as per the Inward Debit Notes, etc.
Securities Account	The nominal value of securities debited to this account should any be deposited.
Deposit Account ... ... '*Ohad* Account	The amounts debited to those accounts recapitulated as in the relative Journals Forms No. 71 *C.G.* and 71 *bis C.G.*
Budgetary Expenditure	Amounts expended on the different budget items.
Cash	Sums in cash against Receipts Form No. 33 *C.G.*
Deduction from Receipts	This is an apparent one and is designed to correspond to the credit of '*Ohad* account.

It is to be noted here that the entries to the debit of the budgetary expenditure and other accounts paid by cheques or pay orders to the credit of these two latter accounts are to be made once * a month just before the monthly account has to be closed as already explained in pages 13 and 14.

Both the Credit and Debit Books should be totalled up and the amounts appearing in the Credit Book in the column " Amounts to be deducted from Expenditure " and in the Debit Book in the column " Amounts to be deducted from Receipts " should be wiped off against the deduction of an equal amount, the former from the Total Budgetary Expenditure in the Debit Book and the latter from the Total of Receipts in the Credit Book.

Similarly the amounts appearing in the column " Cash " in the Credit Book should be wiped off against an equal deduction from those appearing under the same account in the Debit Book so as to leave under this head only those amounts which should appear on the monthly account " Closing Cash Balance."

It should be noted that the figure in the grand total column should tally with those appearing in all the inner columns when added up altogether. And the grand total of both the Debit and Credit Books should correspond to each other, otherwise a mistake must have occurred.

* Thus one posting serves in place of hundreds of postings as being performed by Mudiriyas and Governorates, etc.

Record of Balances of Suspense Accounts.—Some pages at the end of both the Journals of Deposits and *'Ohad* are set aside for the record of total balances brought forward from a previous year under the various headings and at the closure of each month's account, those credited or debited should be added to balances of deposits or *'Ohad* respectively and from the total are deducted those debited or credited to deposits or *'Ohad* respectively.

Examples :—

	*	*	*	*	Total.
Deposits.	L.E.	L.E.	L.E.	L.E.	L.E.
Balance to end of March 19					
Credit of April's account					
Total					
Debit of April's account					
Balance to end of April 19					
'Ohad.					
Balance to end of March 19					
Debit of April's account					
Total					
Credit of April's account					
Balance to end of April 19					

A special register (*ad hoc*) † is kept by the Services of the Ministry of Public Works for recording, each in a separate account, the unpaid cheques and pay orders ‡ brought forward from a previous year. They are entered on the credit side in detail as regards the number, date, amount of pay order or cheque, and object of payment (as briefly as possible). When a month's account is closed the unpaid cheques and pay orders which could not be paid in the duration of the month are entered on the credit side, and on the debit side those of previous months which were paid out. An annotation in red ink should be made in the margin of the credit side of the said register referring to the month of payment as shown on the debit side.

* Kinds of deposits and *'Ohad* are to be inserted here.

† Register Form No. 39 *C.G.* might be used.

‡ Art. 108, Chap. IV, Sub-Chap. IV of the Financial Code applies to unpaid cheques or pay orders, the same as deposits, with the exception of those which are in dispute awaiting the Court's decision or the removal of seizure.

Unpaid cheques or pay orders of a month (credit) and those paid from those of previous months (debit) are to be totalled and added up to the total of previous month to find the total up to date; the difference between the credit and the debit sides is the amount of unpaid cheques or pay orders.

Some pages at the end of this register are reserved for the record of totals of cheques and pay orders carried forward from the previous year to which are added monthly those appearing under this account in the credit book of the "General Record of Monthly Transactions" and from which are deducted those in the debit book.

Example:—

	Cheques.	Pay Orders.	Total.
	L.E.	L.E.	L.E.
Balance to March 19			
Credit of April's account			
Total			
Debit of April's account			
Balance to end April 19			

Balances of securities and drafts under recovery are to be recorded in the respective books.

Monthly Accounts.—Form No. 75 *C.G.* is printed by the Ministry of Finance for all the Departments and varies in detail to suit the various Departments' requirements for receipts (credit) and expenditures (debit).

Receipts are to be shown on the pages on the left hand side and are taken from the general record of the monthly transactions, *viz.*:—

(1) Receipts (details are taken from the Receipts Register Form No. 81 *C.G.*)

(2) Suspense Accounts:—

(*a*) Deposits ... ...
(*b*) Advances ('*Ohad*) ... } Details are taken from the credit of the Journals of Deposits and '*Ohad* Forms Nos. 71 *C.G.* and 71 *bis C.G.*

(*c*) Cheques.
(*d*) Pay Orders.
(*e*) Drafts under Recovery.
(*f*) Securities.

Inter-departmental Transactions.

(*g*) Recoveries.
(*h*) Payments.
(*i*) Transfer of funds.
(*j*) Opening Cash Balance.
Grand Total.

Against the above is set the following expenditure as taken from the debit book of the general record of the monthly transactions:—

(1) Budgetary Expenditure (details are taken from the Ledger).

(2) Suspense Accounts:—

(a) Deposits ... } Details are taken from the debit of the Journals
(b) 'Ohad... ... } of Deposits and *'Ohad*, Forms Nos. 71 *C.G.* and 71 *bis C.G.*

(c) Cheques.
(d) Pay Orders.
(e) Drafts under Recovery.
(f) Securities.

Inter-departmental Transactions.

(g) Recoveries.
(h) Payments.
(i) Transfer of funds.
(j) Closing Cash Balance.
Grand Total.

On the last page of Form No. 75 *C.G.* are shown the balances of suspense accounts, *viz.*: (1) balance at close of previous month in the credit column in cases of deposits, cheques, and pay orders, and in the debit column in case of advances (*'Ohad*), securities, and drafts under recovery; (2) transactions of the current month whether of the credit or debit of the above accounts; (3) balance at close of current month.

Form No. 7 *C.G.*, showing the inter-departmental transactions, as explained in page 19, should be forwarded to the Controller of Government Accounts, Ministry of Finance, with the monthly account Form No. 75 *C.G.*

The above two forms should be forwarded to the Ministry of Finance not later than the 17th of the following month.

Chapter IV.—BUDGET.

Historical—Preparation and Submission of Budget—New Proposals—Revenue Estimate—Draft Budget—Approval of Budget—Budget Book—Allocation of Expenditure—Use of Economy to cover Deficit—Recast of Budget—Final Statement on Budgetary Expenditure and Receipts.

Historical.—The Egyptian Government before the year 1879 had maintained no proper budget.

The accounts were kept in such a complicated manner that their real control and examination were quite impossible.*

The Superior Commission of Enquiry which was appointed to settle the Government's financial situation and to organize the form of the so-called budget has met with much difficulty on account of the above disorder.

The budget of 1879 was estimated on the lines laid down by the said Commission.

In the year 1885 the form of the old budget was remodelled and a note from the Minister of Finance was attached thereto to explain that a broad division of a distinct nature had been substituted in lieu of the numerous chapters of expenditure and that these divisions designed under the name of " Titles " were subdivided into sub-titles and included sources of revenues of a similar nature as well as the administrative expenditure of an analogous character.

In the year 1889 the Egyptian Government budget appeared in an organized form with a note of the Financial Committee for the first time.

Since then up to the year 1913, the Egyptian budget has undergone no important change except the inclusion of the estimates of special credits and the credits resulting from the General Reserve in the Budget of 1905 and upwards as a result of the Anglo-French agreement of April 1904.†

In the year 1913 a Commission was appointed to examine the form of budget. This Commission has tackled the whole matter and made many useful suggestions which were welcomed by the Ministry of Finance as they rendered the budget more logical and more symmetrical in form and consequently—

(1) The grants which were figuring under special credits and from the Reserve Fund were to be included under the estimate of every Administration's budget as " New Works."

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* Mr. E. G. Hogg, the present Controller of Budget and Establishmeent, in his lectures to the students of the Law School, published in 1917, gave the following reasons for the defects of the financial organization of Egypt at that time, *viz.* :—

(1) Financial authority was absolute and uncontrolled in the hands of the Khedive.
(2) There was no attempt to set out a complete estimate of the revenue which would be received and the expenditure which would take place over a fixed period.
(3) The accounts which were kept made no attempt to carry the revenue and expenditure to the appropriate chapters of the budget.
(4) The Ministry of Finance had little information as the revenue and expenditure of the country and the information it had was unreliable.
(5) There was no audit.

† Certainly a good service rendered by Great Britain to Egypt in time of late Lord Cromer.

(2) The suppression of many inter-departmental services, *i.e.* the cost of many services rendered by various Departments to each other, which was being debited and credited and necessitating many accounting formalities, was to appear only in the budget of the Service undertaking the work.

(3) The suppression of the transfer of credits between the various chapters (referred to in Article 8 of Chapter VI, Sub-Chapter I, of the financial Code, old edition) made the budget more concise and workable.

The 1913 Budget was to be recast in the form suggested by the Budget Committee so as to help the preparation of future budgets.

In order to allow of the alteration in the date of the financial year, an interim budget for January, February, and March 1914, was framed, thus the change in the date of the financial year of 1914 was from January 1 to April 1.

Although the financial year falls into two calendar years, it is designated by the first one, thus the budget of 1919–1920 is called the 1919 budget.

Preparation and Submission of Budget.—In order to facilitate reference and examination it was decided by the Budget Committee of 1913 that the expenditure be arranged into divisions, sub-divisions, chapters, and articles, *viz.* :—

Each Ministry forms a division, and each service forms a sub-division, and this latter is divided into chapters and each chapter into articles, and every article contains various items.

For example, consider the budget of the Cairo Tanzim Department :—

Division IX.—Ministry of Public Works.

Sub-division VI.—Cairo Tanzim Department.

Chapter I.—*Cairo City.*

Art. 1.—Salaries, Wages, Allowances, etc. :—
- A.—Pensionable Staff.
- B.—Temporary Staff.
- C.—Hors Cadre Staff.
- D.—Daily-paid Staff.

Art. 2.—Transport, Transfer, and Travelling Allowances, etc. :—
- Transport Allowances.
- Hire of Motor.

Art. 3.—And so on.

Chapter II.—*Gîza and Gezîra Water Service.*

Art. 16.—Salaries, Wages, and Allowances :—
- A.—Temporary Staff.
- B.—Hors Cadre Staff.
- C.—Daily-paid Staff.

Art. 17.—Transport, etc.

The Ministry of Finance issues a circular every year to all Departments calling for estimates of expenditure and revenue.

Proposals must be strictly limited to the amount expected to be spent within one financial year, as all unspent balances will lapse at the end of the year. Increases should only be proposed on the strongest justification.

The Ministry of Public Works budget is submitted in four parts, *viz.* :—

I.—Increase of staff and other budgetary articles.

II.—New works.

III.—Draft budget.

IV.—Revenue estimate.

Proposals for I and II being new proposals should be prepared as early as possible by the Department concerned so as to be examined by the Ministry of Public Works and submitted to the Ministry of Finance not later than the end of the month of October, which date should give the Finance Committee ample time for consideration.

III and IV are to be submitted not later than December 15 and November 1, respectively.

I.—*Increase of Staff and other Budgetary Articles* :—

(*a*) *Staff*.—Proposals should, according to the most recent Finance Circular for the 1920–1921 Budget, be submitted in three categories :—

(1) Increases of pay and promotions for existing staff.

(2) Staff required for new services.

(3) New staff for existing services.

As regards (1) reasonable proposals are only submitted for those officials who will be eligible on April 1 of the financial year under consideration.

This, however, should be supported by full explanations comprising names, length of service, works, etc.

In case (2) the required number for actual needs only and not the ideal ones are to be proposed.

In case (3) the existing staff for the section concerned should be given.

(*b*) *Increase and Changes of Budgetary Articles*.—The change in the form of an estimate due to the transfer of a credit from one division, sub-division, chapter, or article of the budget to another, or the increase of the estimate of any article should be submitted beforehand for the consideration of the Finance and provisional approval, each by separate proposal, the same as new works and staff. Attention should be drawn to any anticipated decrease which might be set against the increase.*

New Proposals.—Expenditure on works of a certain magnitude of a non-recurring nature such as irrigation projects, buildings, etc., should be proposed under the above heading.

* This is well explained by Mr. E. G. Hogg in his lectures to students of the Law School. Page 29, he says: "Does the Irrigation Department want two new motor-cars for irrigation purposes ? They will require two chauffeurs, more petrol, and stores, garages for the motor-car ; on the other hand, there should be reduction in the amount of travelling by train possibly, also in horse or forage allowance."

Proposal for new works should be accompanied by an explanatory note as to the importance of the work together with the necessary estimates and designs.

When submitting proposals for more than one project, they should be listed* in order of priority with a footnote as to which of them are essential and which are only desirable.

Cost of land required for new works should be entered as estimated by the Survey of Egypt.

Owing to the fact that much of the credits which were being granted for new works had to lapse by the expiry of the financial year, in view of the interruption of the working period (February to August) for nearly two months in the beginning of the year pending the promulgation of bugdet, drawing estimates, the approval of adjudications and contracts, the Ministry of Finance agreed to bridge the division between one financial year and another in order to allow work to be carried on without interruption.

Consequently it had been arranged that the estimates for new works be made as to cover the period from August to August, but budgeted into two parts in which they are expected to fall, before or after April, *i.e.* subdivided according to the two consecutive financial years of incidence. Hence estimates of new works have to be considered early in the autumn of every year.

So as to allow of starting this *régime*, proposals for new works covering the period from February 1920 to August 1921 have to be submitted once for all, subdivided according to the three years of incidence, *viz.* :—

From February 1920 to March 1920 (Budget 1919–1920).
„ April 1920 to March 1921 (Budget 1920–1921).
„ April 1921 to August 1921 (Budget 1921–1922).

In the autumn of 1921 the proposals for the river low stage-working period of 1922 should be considered.†

Credits for new works are not transferable except by Finance approval.

Revenue Estimate.—It should be submitted on a form showing the figures of the current budget and those estimated for the coming financial year and the difference, whether increase of decrease, and explanatory note as to the circumstances anticipated to affect the revenue in the coming financial year.

The resources of the Ministry of Public Works revenues (receipts) are given in Chapter III, page 31.

Draft Budget.—Should contain : (1) a column for the budget sanctioned for the present year ; (2) a column for that proposed for the coming financial year ; (3) proposed increase or decrease. The draft budget should be accompanied by developments for the different categories of staff.

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* *Vide* Figure 5.

† Until the publication of this book no definite rulings have been issued as regards the complete adoption of the *régime*.

Increase or decrease between (1) and (2) should be explained on a separate form on which is given the expenditure of the last three financial years and also during the first six months of the running financial year for the sake of comparison.

In case the Departments fail to receive the financial approval as to the above-mentioned parts (1) and (2) before the draft budget has to be submitted, attention must be drawn to this at the end of each article.

In case they are approved, reference should be made to the number and date of the approval of the Ministry of Finance.

The value of services to be rendered to other Departments should be indicated on the bottom of the draft budget, and footnotes should be made on the development of salaries, wages, and allowances, indicating:—

(a) Allowances.
(b) Free lodging.
(c) Salary purely personal to the holder.
(d) Post to be suppressed on the occurrence of a vacancy.
(e) Pensionable posts occupied by non-pensionable.

However, separate lists showing the above should be attached to the said developments.

Approval of Budget.—A decree enacting the budget is issued every year in March for the next financial year, and the publication of the said decree is the only authority for engaging expenditure sanctioned therein.*

Budget Book.†—As soon as the copy of the budget is received the printed figure for each item should be entered on a separate page in the budget book in the column "Budget Allotment."

Savings realized from expenditure to cover deficit under another item of the Service concerned or that of another Service should appear on the column "Transferred from this Credit" and the deficit which is covered by similar economies on another item of the Service concerned or that of another Department should be shown on column "Transferred to this Credit." And in both cases the number and date authorizing same should be shown and the budget allotments be reduced or raised as the case may be.

The amount of approved estimates should be entered in the column "Sanctions" with their consecutive number and name of the work in the spaces reserved for them, also the total of sanctions should, after every transaction, be shown in this column in red ink.

The difference between the total shown in this column and the "Budget Allotment," *i.e.* the "Unsanctioned Balance," should be shown in the column headed "Balance available for Sanction."

What remains now is a column next to that of "Sanctions" headed by the word "Expenditure." It is being filled in when completion reports for sanctions are sent. Savings resulting on sanctions according to completion

* Budget circular, 1917.
† Some call it the Sanction Book.

reports or by the reduction of estimates, will effect similar reduction in the total of sanctions.

When an estimate has to be increased, the amount of increase, *i.e.* the difference between the originals and the revised estimate, should form a new entry.

Original estimates, when reduced, revised, cancelled, or completed, should be marked in the book with a X as an indication to its having been affected by some other operations.

The difference between the total expenditure and the Budget allotment of a certain item should be shown on the last column headed "Balance available for Expenditure."

Allocation of Expenditure.—Care should be taken to impute expenditure to the correct budget item, otherwise each mistake detected in the future will form the subject of an adjustment note.

Estimates should be charged against the proper budgetary heads and distinction should be made of works which are chargeable to "Maintenance" and to "Improvement and Petty New Works." The State Accounts Department has by its No. 9.8/85, of April 1, 1918, to the Under-Secretary of State, Ministry of Public Works, made the distinction clear in the following paragraph :—

"The view of this Ministry, with which I understand you concur, is that nothing should be charged to maintenance which involves a permanent alteration of the existing type or section either through the acquisition of land or the carrying out of work; the cost of all such operations should be charged to alterations and petty new works, the approval of this Ministry being first obtained in all cases in which the estimate exceeds L.E. 500 in the case of buildings or L.E. 1,000 in the case of works or lands."

Use of Economy to cover Deficit.—Excesses of expenditure in any item when covered by an economy on another item of the same article of the branch concerned or that of another, can be authorized by Inspectors-General for the Irrigation Department, the Director-General of State Buildings Department, and the heads of other Departments for their respective Services (except in case of new works and salaries), providing there will be no overspending on the articles as a whole in all the Department.

In order to ensure that the authorized internal excesses do not result in an excess of the general total granted for any article, for an instance, of the Irrigation Department, the Inspectors-General will not authorize any Circle to exceed the credit granted for any particular article without realizing an equivalent economy on that of another Circle.*

Otherwise should there be no available economy to cover the required sum the approval of the Ministry of Finance must be asked for the overspending expected on that article, provided that the total grant is not thereby increased.

* It is disallowed to ask for the approval of overspending after the Department is already committed in matter of payment, being contradictory to the Finance instruction and the Decree of February 19, 1887.

Recast of Budget.—In order to avoid the difficulty arising on the matter of overspending and in view that it is mostly required in the second half of the year, it has been recently suggested by the Ministry of Finance that a recast of every Circle's provision, based on the experience gained during the first part of the year with reason of expected economy or deficit, be submitted to the Ministry of Public Works so as to be in a position to settle the various demands for overspending.

Final Statement on Budgetary Expenditure and Receipts.—As soon as the account of March has been transmitted to the Ministry of Finance, the various Departments prepare the final accounts for the expiring financial year as explained hereafter :—

As regards Expenditure.

(*a*) Budgetary estimates for the said financial year.
(*b*) Supplementary credits granted by Council of Ministers.
(*c*) Total of (*a*) and (*b*).
(*d*) Total of expenditure incurred during the said financial year.
(*e*) Increase or decrease of (*d*) in relation to (*c*).
(*f*) Reasons for such increase or decrease.*

The above details should be given for every item, *i.e.* the subdivisions of each article of expenditure.

In case where the credit of any article has been exceeded, the number and date of the authorization of the Ministry should be stated.

As regards Receipts.

(*a*) Budgetary estimates.
(*b*) Total of recoveries made on each item.
(*c*) Excesses or deficits of actual receipts against estimate.
(*d*) Reason for such excesses or deficits.

A separate statement showing the various categories of recoveries under Miscellaneous Receipts, such as cost of restoring contraventions, lapsed deposits and pay orders, *Rasm Nazar*, etc., should accompany the above statement.

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* It is easy for the accountant to give the reasons of such increases or decreases, which are gathered from the correspondence in which the matter of using economy to cover deficits was raised to the head of the Department.

Chapter V.—ESTIMATES.

Construction—Powers of Sanction—Revision—Reduction—Renewal of Estimates—Completion Reports.

Construction.—An estimate for a definite amount chargeable to a certain budget item should be prepared for the expenditure on works, repairs, or purchase of materials.

Name of work and total amount of estimate should be inserted on the top in the place reserved for it. The name of budget item, its amount, and the modification if any, should also be shown. From the amount of budget item is subtracted the total amount of estimates already charged against this item, thus leaving a balance for this and further estimates. Should the balance be inadequate and not allow of the estimate under review being drawn, the Chief Accountant should report the matter to the Inspector, with a note showing the anticipated saving on other items of the same chapter. The Inspector will decide whether to cancel the work if it can be dispensed with or instruct the accountant to draft the necessary letter to the head of the Department explaining the reason of deficit, proposing the use of economy on other items if same is available or requesting him to approach another branch of the Service for the required sum.

The estimate must bear for purpose of reference an annual serial number and the name of the sanctioning officer.

No work is put up to adjudication or ordered from a contractor before the estimate of the work has been sanctioned.

In order to overcome the difficulty raised by inspectors as regards annual earthwork and stone work, etc., which should be put up to adjudication in September or October for the coming financial year, *i.e.* a long time before the budget is approved and, when the framing of the regular estimate is possible, it would be better to submit a provisional estimate and note on the work at the date when it has to go up for adjudication so as to obtain approval in principle.

Of course the particulars of next year's budget need not be inserted and only a reference to the budget items to which the estimate will be chargeable should be made in the forwarding letter.

The estimate will be provisionally sanctioned and returned to be resubmitted for final sanction as soon as the budget is received. The budget particulars will then be shown.

Powers of Sanction :—*

		New Works.	Repairs.	Purchase of Materials.
		L.E.	L.E.	L.E.
	Estimates of higher value than those shown below are approved by H.E. the Minister.			
A	Under-Secretary	5,000	10,000	5,000
B	Inspector-General of Irrigation	1,000	2,000	1,000
B	Chief Engineer, Cairo Main Drainage...	1,000	2,000	1,000
B	Director-General of Buildings Department	1,000	2,000	1,000
B	Inspector-General of Projects	1,000	2,000	1,000
B	Director-General of Mechanical Department	1,000	2,000	1,000
B	Controller, Cairo Tanzim Department ...	1,000	2,000	1,000
C	Inspector of Irrigation	100	200	50
C	Inspector of Buildings	100	200	50
C	Chief Engineer Electrical Service... ...	100	200	50

When an estimate is approved by one of the officials "C" it should be sent in duplicate to the office of the head of the Department concerned who will have it noted in his registers and forward the other copy to the State Audit Department.†

Estimate within the power of sanction of the officials "B" should be submitted to them in triplicate; when they are approved, a copy should be sent to the State Audit Department, another to the office asking for sanction, and the third is retained in the office of the sanctioning officer.

Sanctions beyond "B" officials' power should be recommended to the Under-Secretary of State and submitted in quadruplicate.

When a sanction is passed by the Under-Secretary of State, the original should be retained in the Administrative Service and the three remaining others returned to the official "B" who will keep a copy of same in his office and forward a copy to the State Audit Department and another to the office asking for sanction.

Every estimate should be accompanied by an explanatory note detailing the necessity and advantages of the proposed work. Designs of masonry works and general plans of new projects and sections (if necessary) should also be submitted.

Revision.—If it is observed during the progress of a work that the amount of its estimate is insufficient through an inaccurate figure being included in the original estimate or owing to an unforeseen alteration of

* Sanctioning powers have been temporarily increased by 100 per cent.
† In the State Buildings Department copies of approved estimates are sent direct by the office concerned to the State Audit Department.

project or extra items discovered in the course of work, the matter should be reported to the Inspector at once who will have the estimate revised to such amount deemed necessary, and an explanatory note stating the reasons necessitating the revision should accompany the revised estimate.

It is objectionable that a revised estimate be submitted after work has been completed or when the office is committed in the matter of payment.

The revision of estimates might be approved by officials "B" if the proposed revision entails only an increase of three per cent more than the original estimate, if it was sanctioned by higher authority.

Estimates thus submitted for approval or revision should not be entered in the Ledger or Abstract of Ledger until it has been returned approved, as they are subject to alteration by the authority concerned. However, they might be noted in pencil in sanction book for reference.

Reduction.—If it is desired to reduce an estimate by any amount, the request to reduce an estimate should be made by a simple letter (not accompanied by a revised estimate) to the head of the Department for approval.

This approval should be entered in his register and communicated to the State Audit Department and the office concerned which will make the necessary adjustment in the sanction book.

Renewal of Estimates.—According to a suggestion made by a Finance Inspector, the State Accounts Department has agreed that as regards unspent balances on estimates of previous year a fresh estimate might be approved by the disbursing officer for the balance available to the end of the year, provided no alterations are made in what was approved in the original estimate, *i.e.* the original estimate is again copied and the expenditure on the previous year is deducted so as to leave a balance which will provide for the remaining work chargeable to the budget under review.

Of course such estimate will be communicated in duplicate to the head of the Department, one copy to be noted and retained in his office, and the other submitted to the State Audit Department.

Completion Reports.—Once the final accounts of works chargeable to an estimate are settled a completion report should be forwarded to the head of the Department and State Audit Department, showing the amount of sanction, the expenditure incurred and the balance available and by which the amount of sanction is reduced and which entails an equal increase in the unsanctioned balance on the concerned budget item in the sanction book.

It was suggested that it will be sufficient in case of a work completed and estimate closed to make annotation to this effect on the abstract of ledger.

Although the said procedure has apparently resulted in an economy of paper, yet it was necessary when submitting a new estimate chargeable to the relative budget item to attach a note showing those estimates closed in the course of the current month and the savings resulting through same so as to allow of fixing the correct imputations on the new estimate. Hence the ordinary completion report is better to be continued.

Chapter VI.—ADJUDICATIONS.

Calling for Tenders—Local Adjudications—Tenders and Caution Money—Adjudication Lists—Recommendation for Acceptance—Work by Private Treaty—Powers of Sanction.

Calling for Tenders.—As soon as an estimate is approved for a work it should be put up for adjudication.*

Adjudication notices should be sent in quadruplicate on Govt. Press Form No. 60 either in Arabic and English or in Arabic and French, to the head of the Department who will arrange to have it transmitted to the Government Press.

These notice should contain the following indications :—

(*a*) The name of the Department calling for tender.
(*b*) The address to which tenders are to be sent.
(*c*) The date up to which tenders will be received.
(*d*) The object of the adjudication.

All other information such as draft contract, specification, and plans should be prepared and kept at the office concerned and copy of same should also be transmitted to the office of the head of the Department for the use of those who may call at his office.

These notices appear twice in the *Journal Officiel.*

A minimum delay of ten days should be allowed between the date of the last insertion in the *Journal Officiel* of the notice for any adjudication and that of the day fixed for the acceptance of tenders (except in cases in which tenders have been called for from abroad when a sufficient time should be allowed).

Local Adjudications.—Urgent works of small value and not exceeding L.E. 500 at any rate could be put up for local adjudication ; but this should not lead to the partition of work of greater value. However, the approval of the head of Department should be obtained for same beforehand.

Tenders.—Tenders may be submitted up to the hour fixed and must be accompanied by the 2 per cent provisional deposit if in cash or 10 per cent if by a banker's letter of guarantee† (as explained in Chapter III, page 21, under the head of "Deposits Account") and the act of the association, except

* In the State Buildings Department estimates are prepared after the acceptance of the offer and are based on the actual rates quoted by the contractor.

† Letters of guarantee to tenderers of Government adjudications may be accepted from the following banks :—

National Bank of Egypt.
Anglo-Egyptian Bank, Ltd.
Imperial Ottoman Bank.
Crédit Lyonnais.
Comptoir National d'Escompte.
Banque d'Orient.
Banque d'Athènes.
Banco di Roma.
Banque Mosseri & Co.
Ionian Bank, Ltd.
Banque Belge pour l'Etranger. (Société Anonyme).
Bank of British West Africa.
Cox & Co.

in case of big firms and companies lodging in Egypt and who are in continual dealing with the Egyptian Government and whose act of association should be kept in the Ministry of Finance for reference. In this case every tender should bear the annotation that the act of association has not been modified.

All modified acts of association should at once be substituted by fresh ones.

Tenders received in time should be opened and given a serial number and initialled by the officials who are authorized to do so.

A report of proceedings on the opening of tenders should be made stating the number of tenders received and any important remarks.

Adjudication Lists.—Lists are vertically ruled into columns headed by the quantities of the different items of the work adjudicated. Names of tenderers are written on the left side of the list with a progressing number commencing with the lowest tender upward. Rates and cost of each item should be shown under the relative columns. An extra column should be made to allow of the insertion of the amount and nature of the provisional deposit. Remarks made by tenderers should be shown in a space left for that purpose on the right hand side.

A declaration signed by the accountant should be made on the adjudication list to the effect that "all the sums received in cash or bank-notes and all cheques shown on the list represent the total amounts, apart from letters of credit received for this adjudication, and that those have all been entered respectively in the General Record or debited to account Drafts under Recovery as the case may be."

This declaration should also be countersigned by the Inspector or official acting for him.

Adjudication lists should bear the number and amount of estimate approved for the work and are given an annual serial number and recorded in a register *ad hoc.*

Recommendation for Acceptance.—The lowest tender is recommended for the work except in case where the lowest tenderer is known to be an unsatisfactory or unreliable contractor, etc. It is not to the profit of the Government to entrust him with the work and his tender has to be rejected on the above stated reasons which should be explained on the adjudication lists.

Consequently a tender other than the lowest is recommended. Should the rates be much higher than those of the rejected lowest tender, some steps should be taken in view of having the said prices reduced if possible after the approval of the Under-Secretary of State, Ministry of Public Works, according to a recent opinion of the State Audit Department.

Work by Private Treaty.*—Works of value not exceeding the following might be given by private treaty (not adjudicated):—

L.E. 100 for purchase of materials.†
L.E. 20 for new works.
L.E. 50 for repairs.

Or up to the following if approved by the Inspector-General of Irrigation:

L.E. 500 for repairs.
L.E. 250 for new works and purchase of materials.

Above these figures by the Under-Secretary of State or H.E. the Minister.

When asking for the approval of work being given by private treaty the rate and the amount of work should be fixed.

Powers of Sanction :—*

		New Works.	Repairs.	Purchase of Materials.
		L.E.	L.E.	L.E.
	H.E. the Minister above the following.			
A	Under-Secretary of State	1,000	1,000	1,000
B	Inspector-General of Irrigation	250	500	250
B	Chief Engineer Cairo Main Drainage ...	250	500	250
B	Director-General Building Department...	250	500	250
B	Director-General Mechanical Department	250	500	250
B	Controller Cairo Tanzim Department...	250	500	250
C	Inspector of Irrigation	100	200	50
C	Inspector of Buildings	100	200	50
C	Chief Engineer Electrical Service... ...	100	200	50
C	,, ,, of Bridges	100	200	50

All sales out of stores should be made by auction unless special sanction has been given to sell by private treaty according to paragraph 131, Section VIII, Stores Regulations.

The above powers of sanction for the purchase of materials apply also to sales of materials out of stores and produce of Government gardens with the following restrictions:—

(1) Sales of materials should be limited to "condemned materials."

(2) New materials should not be sold unless with the sanction of the Ministry of Public Works.

* Sanctioning powers have temporarily been increased by 100 per cent.

† The local purchase of materials is restricted by Article 88, Section IV, of the Store Regulations, as follows:—

"The local purchase of stores over L.E. 2 in value will be made on competitive offers submitted on Finance Form No. 185 which will be sent to the merchants either on one single form, or on separate forms for each merchant, for quotation of price to be signed by themselves in ink. All offers will be attached to the invoice for payment, and when the lowest tender is not accepted the reason should be noted on Form No. 185.

"Local and special purchases amounting to L.E. 10 will be made by Directors of Stores or corresponding officials; purchases over that amount and under L.E. 100 will be approved by heads of Departments or Administrations.

"Small purchases under L.E. 2 may be made without competitive offers."

Chapter VII.—CONTRACTS.

Drawing Contracts—Powers of Sanction—Contract Book—Cessions—Seizures—Progress Statements and Payments on Account—Detailed Lists and Final Bills—Fines for Delay—Refund of Caution Money—Records of Contractors and their Engineers.

Drawing Contracts.—When an adjudication is approved in favour of a contractor and the ten per cent caution money referred to in Chapter III under Deposit Accounts is paid, the specification and contract containing rates and remarks made by the contractor in his original tender should be drawn in quadruplicate* and signed by the contractor and the Inspector or an official of similar rank.

Contracts should be given an annual serial number commencing from the begining of the financial year. This number, date of sanction, and budget item to which it is charged, also number and date of the receipt of the deposit should be written on the contract.

No alteration of any clause or condition of the general specification may be made without the Under-Secretary's approval.

Powers of Sanction.†—Contracts are approved by the officer who sanctions the estimate, except the officials (B) ‡ mentioned in the previous chapter who are further authorized to sign contracts for adjudications approved by H.E. the Minister or the Under-Secretary of State. All contracts of over L.E. 50,000 should, however, be approved by H.E. the Minister.

Contracts signed by one of the officials (C) § should be sent in duplicate to the office of the head of the Department concerned, who will forward one copy to the State Audit Department and retain the other.

Contracts to be approved by officials (B) should be sent to them in quadruplicate: one to be forwarded by them to the State Audit Department for checking purposes, another to be retained, and the two remaining ones to be returned to the office concerned; one of these will then be handed over to the contractor and the other will be kept in the contractor's office file.¶ To the copy which is submitted to the State Audit Department are attached the original tender in all cases and the adjudication list, in case the contractor is not the lowest tenderer. Otherwise an annotation to the effect that the work is given to the lowest tenderer should be made on the contract.

The number and date of the *Journal Officiel* in which the adjudication for the said contract was inserted should be fixed to this document. In the case of local adjudications a copy of notices should be attached to the contract.

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* One extra copy certified correct is made for the use of the supervising Engineer. It should be kept in the office until the original ones are returned approved *when it should be handed over to him.*

† Sanctioning powers have temporarily been increased by 100 per cent.

‡ Inspectors-General of Irrigation and those of similar rank.

§ Inspectors of Irrigation and those of similar rank.

¶ In the State Buildings Department copies of approved contracts are sent direct by the office concerned to the State Audit Department.

Contract Book.—All contracts are entered in the contract book, each in a separate page headed by the name of contractor, number and date of contract, and the sanction to which the work is charged. Column "Description of Work" should be filled in. Amount of caution money and number and date of receipt are to be inserted in the column "Remarks."

Payments made to the contractor should be entered in the debit column with the numbers of voucher and cheque with the date opposite each. When the final account is received, the total amount of work covered by all the payments including the final one should be entered in the credit column, thus the contractor's account is closed.

All cessions and seizures and their removal which concern a contractor should be shown in this book on the same page as the account, so that they may be consulted before effecting any payment. The legal advice in this connection should be well noted and kept in a special file for future reference.

Cessions.—A contractor often arranges to have a current account with a bank and sometimes with an individual. As a guarantee to the banker or the other person, the contractor makes a cession authorizing the Department concerned to pay all sums which will become due to him to the bank or individual.

Should the Department, after the consultation of the Legal Office, accept same, an annotation to this effect is put in the contract book.

All cheques for amounts which become due to this contractor should be drawn in the name of the Secretary-General, Ministry of Public Works,* who after receiving a note from the Legal Office that the contractor is not seized upon endorses it to the said bank or person.

Seizures.—Amounts due to a contractor may be affected by seizures from an individual or a bank through the Legal Office. All such seizures should be carefully noted on the contract book in order to avoid paying a seized sum, otherwise the Accountant who passes such a payment will run the risk of being held personally responsible for the amount thus paid. †

All such opposed amounts should, when due, be credited to "Deposits Account: Alimonies and other Court Attachments" by the debit of the appropriate budget head or account. They remain in deposit until the seizure is removed.

Progress Statements and Payments on Account.—Payments on account of a progressing work are effected monthly or oftener ‡ when the Inspector finds it useful for the smooth running of work. Payments on account to

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* The Department concerned when forwarding the cheque to the Secretary-General, Ministry of Public Works, sends an advice to the Legal Office to communicate its views direct stating whether there is any objection to the endorsement of the cheque and handing it over to the delegate of the bank concerned.

† The accountant, when in receipt of a writ through the Court enjoining the non-payment of sums due to a certain contractor, although it may be irregular, being not on a Court's final decision, yet it must be referred to the Legal Office for opinion before effecting any payment to the contractor who is supposed to be seized upon.

‡ Much trouble and inconvenience is being caused to the Inspector and his office in all cases of a pecuniary incapable contractor being selected, as he always asks for payments at irregular times.

a contractor even at the end of the financial year,* should be made only on the quantity of work actually done. Progress statements should show the quantity done, rate per unit, and cost of work, and the deductions for current work at such a percentage as specified in the contract or as the inspector finds reasonable.

Progress statements should be prepared by the supervising engineer, countersigned by the Chief Engineer, checked by the Assistant Director of Works, and passed to the Director of Works to recommend payment. Payment is ordered by the Inspector after the annotation of the Chief Accountant, stating the amounts previously paid which should be shown in detail as regards the amounts paid, number of vouchers, number of cheques or pay orders, budget items, etc., on the back of the original copy of the progress statements which will be forwarded with the voucher to the State Audit Department.

All progress statements and bills received by the Accounts Section should be recorded in a register printed for the purpose, for the control and prompt settlement of accounts. It shows date of receipt of progress statements, amount of bills, object of claim, date of settlement, and remarks observed in checking when they cause the delay of payment.

They should be given a yearly consecutive number which is entered in this register and on Form No. 50 *C.G.* "Approval of Payment" in the space reserved for that purpose.

Payments on account should be entered in a Form (A) kept in the Contractor's office file and receipted by the contractor on the progress statement and the Form (A) in question against every payment.

Detailed Lists and Final Bills.—Detailed lists for quantities of earth or stone work done (showing dates of commencement, completion, and receipt of work) should be carefully prepared and accurately calculated by the supervising engineer and checked † by the Assistant Director of Works. Also progress statements and *métré définitif* should be submitted all in duplicate to the Account Section for checking ‡ and other accounting formalities.

Fines for Delay.—Lists showing the quantities of work delayed, period of delay, and amount of fine to be inflected upon the contractor in accordance with the terms of his contract, and a statement of the circumstances to which delays are attributable, should accompany the final account for checking purposes and the consideration of the following points:—

(*a*) If the delay was caused by *force majeure.*
(*b*) If the Administration suffered actual pecuniary loss.
(*c*) If the Administration suffered indirect loss or serious inconvenience.
(*d*) When no loss or serious inconvenience was suffered.

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* An official at the end of a financial year, in order to spend the greater part of his budget, may give out work to contractors and pay on account for work which the contractor has not done, although he completes everything some months later, yet it is better to allow money to lapse than to break financial rules in this way.

The official who breaks rules must abide by the consequences. The contractor may die or fall into bankruptcy before the quantity of work paid for is finished, and the responsible official has, of course, to pay dearly for that.

† Checking in the field. ‡ Arithmetical checking.

No fine is to be inflicted in the above cases (*a*) and (*d*) and the approval for the remission of fine should be obtained from the competent authority in every case.

When asking for the remission of fine, the following declaration should be made by the Chief, under whose control the work is carried out.

It is better if the said declaration be made on the final bills.

" Text of Declaration.

" A delay of .... days has occurred in .... entrusted to ...., contractor, entailing the infliction in terms of contract of a fine of L.E. ....,* but as I have satisfied myself that no direct or indirect loss has been suffered by the Government owing to this delay, nor has there been any serious inconvenience caused thereby, I beg to propose with your approval the remission of this fine.

"Signature——————— "

In cases (*b*) and (*c*) above mentioned, reasonable fines are to be inflicted with as much leniency as possible.

Fines which do not exceed L.E. 5 are within the power of the Inspector, otherwise the approval of the Ministry is necessary. †

Refund of Caution Money.—Caution money is refunded when the work is completed and the final account is settled (Irrigation), or after the final reception of the work, *i.e.* after the lapse of the period of guarantee (Buildings).

It is not allowed to pay the final account and keep the caution money as a guarantee for restoring any deficit in the work.

Number and date of cheque or pay order by which the caution money is refunded should be shown on the contract and in the contract book.

Records of Contractors and their Engineers.—Two separate records are kept by the Central Administration, Ministry of Public Works: one for the contractors and the other for their engineers. They are to be filled in the manner hereafter explained :—

(1) The register of contractors is constructed as follows :—

Name of Contractor .... *Nationality* ....

No. of File .... *Address* ....

Name of Service.	Name of Contractor's Engineer.	Adjudication.		Order on Adjudication List.	Object of Work.	Locality, District, and Province.	Period of Contract.	Date of Completion.	Remarks.
		Date of Approval.	Amount.						
1	2	3	4	5	6	7	8	9	10

* In case of both considerable delay and big fine the circumstances giving rise to same should, however, be explained.

† When a fine is inflicted the stamp duty should be levied on the net amount after deducting the said fine.

As soon as a contract within the powers of sanction of the head of Department is approved, the Central Administration will have to be informed thereof on Form No. 1108 *F.C.* which will allow of columns 1, 3, 4, 5, and 6 of the above register being filled, the other columns, *viz.* 2, 7, 8, and 9 will remain blank until a completion report on Form No. 1107 *F.C.* is received by the Central Administration from the Service concerned through the head of the Department.

In case the contracts are to be signed by either the Under-Secretary or H.E. the Minister the above-mentioned columns, *i.e.* 1, 3, 4, 5, and 6 will be filled from the information to be gathered from the adjudication lists submitted by the Service, and the remaining columns from the above-mentioned completion report.

(2) The register of contractors' engineers is constructed as follows :—

Name of Engineer...............
No. of File...........

Nationality...................
Technical qualifications..................
Address...............................

Name of Contractor.	Date of Engagement.	Date of Dismissal.	Reasons of Dismissal or Special Remarks by Heads of Departments *re* Character and Work.
1	2	3	4

Once the contract is approved the contractor is requested to supply the name of his engineer, date of his engagement, and technical qualifications, also the nationality and address of both the engineer and the contractor himself are to be communicated to the Central Administration so as to have the top of the forms of the above two registers filled as well as columns 1 and 2 of the engineer's register. Column 3 is filled when a contractor's engineer is reported to be dismissed and column 4 for the remarks as regards the reason of the said dismissal or such special remarks concerning the character and work of the engineer as will be shown on the Completion Report Form No. 1107 *F. C.*

(Form No. 1107 *F.C.*)

Subject :—*Completion Report* re

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To

The Under-Secretary of State,

Ministry of Public Works.

Sir

I have the honour to inform you that the work of.. entrusted to ....(contractor) and for which a period of .... from................. to .... was allowed, was started by him on.................................. and finally completed on....................................

As regards the quality of work done, the following remarks may be made :—

The engineer in charge of the work on the part of the contractor was.................... regarding whom the following remarks are made :—

I have the honour to be,

Sir,

Your obedient servant,

(Form No. 1108 *F.C.*)

Subject :—*Adjudication* re______

____

____

To

The Under-Secretary of State,

Ministry of Public Works.

Sir,

I have the honour to inform you that the undermentioned work has been sanctioned by this Service, *viz.* :—

Name of Contractor.	Adjudication.		Order on Adjudication List.	Object of Work.	Locality.
	Date of Approval.	Amount.			

I have the honour to be,

Sir,

Your obedient servant,

Chapter VIII.—CONSTRUCTION AND CHECKING OF VOUCHERS.

Construction of Vouchers—Checking of Bills and Progress Statements—Freight Claims—Monthly Pay Sheets—Daily Pay *Serkis* and *Istimaras*—Railway Warrants Form No. 48 *C.G.*—Petty Cash (Imprest)—Reporting Irregularities to Head of Department for Final Decision—Responsibility of Accountant—Keeping of Vouchers—Incomplete Vouchers—Submission of Monthly Account Documents to the State Audit Department—Audit Queries.

Construction of Vouchers.—Vouchers should be genuine and all sums claimed be reasonable and vouched for in accordance with the financial rulings on the subject. Forms No. 50 *C.G.* "Approval of Payment" * should be attached to all claims submitted for payment to a person or firm.

Checking of Bills and Progress Statements.—Bills should be stamped "Original" or "Duplicate," and in the case of articles received by a storekeeper, the original bill should bear a dated declaration signed by him to this effect on the date of receipt. Object of purchase is to be shown on the said bill and the Store receipt No. 112 should be attached thereto in duplicate together with a *procès-verbal* made by the survey board who should examine these articles when the cost exceeds L.E. 10.

Articles which are purchased for the direct use on work are not to be entered in the Stores, and declaration to this effect should be given on the bill by the official under whose control the things have to be used. For stone *vide* paragraph 16, Section 24, of the Stores Regulations, page 564.

Rates entered should correspond with those included in the corresponding contract or quotations. Rates accepted by private treaty should be confirmed by a previous approval in the contractor's file and remarked thus in the bill or progress statement. Contractors, however, are not allowed to carry out any item of work entrusted to them for which they have no fixed rates except after they are approved by the Service.

Repairs should be certified "satisfactorily done" by the supervising engineer.

Number of order for works included in a bill or progress statement should be shown so as to facilitate checking.

It is worth mention that the accuracy in form of voucher or account-keeping cannot make up for laxity of profession control of work as the Accounts Section has only to see that the expenditure is properly accounted for and that they are not in excess of the sanction or budget item to which they are to be allocated.

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* The construction and use of this form is fully explained in Article 9 of the Financial Instructions No. 19, of January 1, 1919.

When contractors claim for profit on services rendered by them to the Government they should supply vouchers for all payments, *viz.* :—

Pay rolls for wages.
Railway certificate for transport.
Invoices for purchase.

Freight Claims.—They must be supported by railway certificates, otherwise they cannot be refunded without first obtaining the approval of the Ministry of Finance.

However, in order to avoid this irregularity, in case the amount of freight is to be borne by the Government, a clause should be included in the contract or order of supply in the sense that amounts of freight claimed for goods conveyed should be vouched for by railway certificates, otherwise the claim will be rejected. *

Monthly Pay Sheets.—They should include salaries and allowances of all monthly paid staff, whether permanent, on probation, temporary, or agents hors cadre who are present, absent on leave or on Government missions or suspended for not more than three months, also those dismissed or deceased during the month.

No salaries are included for officials who have gone on leave and who fail to send the declaration of their going or return from leave by the end of the month concerned nor for those who did not produce procuration to somebody to receive their salaries on their behalf.

Salaries for a part of a month should be calculated by multiplying the gross amount of salary by the number of days of employment, and the product is divided by the number of days of the whole month.†

Gross amount of salaries of officials who are on leave on half, quarter, or without pay or who are suspended for not more than three months should be charged to the budget and the retentions for this part or whole salary be passed to receipts the same as deduction for pension, stamp, or fines. Alimonies should be clearly shown on the pay sheet under Deposits column, and confirmed by number and date of Courts' decision.

Reasons for fines should be given in every case.

Pension contributions are retained from permanent staff at the rate of five per cent of the whole salary. ‡

No pension contribution is deducted from salaries of officials on leave when they are not on full pay and from those who are suspended.

Fines are to be calculated from the salaries (allowances are excluded) and in case of fine being inflicted upon an official for negligence or misconduct

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* The official who passes such payment without *shehada* will be held personally responsible for the amount paid.

† This rule applies to all cases when a part of salary or allowance is due except in case of gratuities when they are calculated always on thirty days, notwithstanding the number of days of the month.

‡ However, the pension contribution is calculated at that rate on L.E. 200 monthly of the salaries of the Ministers.

the five per cent pension contribution should be calculated on the whole salary and fine is counted from the net salary (before deduction of stamp duty).*

Salaries of those who are provisionally suspended or imprisoned should be passed to Deposits pending the final decision, when they are either to be paid to them in case of their acquittal or otherwise passed to Receipts.

Orders for increases, promotions, transfers, and fines, etc., should be noted by the checking clerk in due time for future checking purposes.†

The immediate chief should sign a declaration to the effect that the officials shown on the pay sheet were actually in the service and the amount shown are due.

The delegate of payment should give a declaration that those amounts have been paid to the rightful party and attach the approved procurations in case the recipient is not the official himself. Signatures and seals should agree as to names.

Salaries and allowances which could not be paid during the first decade of the following month should be deposited with a Government Treasury and a note to this effect should be made on the staff register.

Daily Pay Serkis and Istimaras.—The checking clerk should ascertain whether there is any order for the employment of those men whose names are contained in the *istimâra* and consequently the following :—

(1) *Istimâra* (pay sheets) should be properly filled in and bear the requisite declarations.

(2) Names and seals of workmen should agree.

(3) All thumb prints should be certified true by the supervising official.

Serkis should be signed day by day and not *once* at the end of the month ; this will of course appear from a single glance at the document. They should be forwarded to the State Audit Department attached to pay sheet.

Labourers whose appointment is of a permanent nature, such as gardeners and chainmen, etc., should be provided for in the agents hors cadre allotment.

It is better, in the case of gangs engaged on dressing of surface of banks, etc., to use a general *serki* for the whole gang instead of a *serki* for each workman. This procedure is adopted by the Main Roads Department and will be advisable if it is generalized in the different branches of the Ministry of Public Works.

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* *Examples :—*

If an official whose salary is L.E. 30 per month is fined five days' pay for certain irregularities on the month of August, the calculation will be as follows:—

Monthly salary ...		L.E. 30 000
Less for pension contribution 5 per cent ...		„ 1 500
Balance ...		L.E. 28 500
Less :—		
For five days' fine, *viz.* $\frac{5 \text{ days} \times \text{L.E. } 28\cdot500}{31 \text{ days.}}$	= L.E. 4 596	
Stamp duty ...	„ 0 060	
		„ 4 656
Net amount to be paid ...		L.E. 23 844

† This is to guarantee that the staff clerk has not missed any of them.

Railway Warrants Form No. 48 C.G.—Railway warrant books should be stamped with the seal of the issuing Department before they are handed over to the officials who are authorized to maintain these books.

Officials are not allowed to detach blank railway warrants from the books and keep them in their pockets for future use as they will be liable to be lost or mislaid.

When an official requires to use a warrant, he should have it filled the same as the counterfoil and detached. Any correction should be in red ink and signed by the same official who issued the warrant. Scratching or erasure is disallowed and the railway warrant will be consequently rejected by the Egyptian State Railways' booking office.

The Department to which the transport expenses will be debited should be clearly shown on the top of the warrant so as to facilitate the distribution of same to the Department concerned by the Egyptian State Railways Audit Office.

Both the issuing officer and the applicant should sign in the proper spaces reserved for each.

To control the right use of these warrants, the officials who are in possession of warrant books should produce every ten days a list showing the numbers of warrants issued and the object of missions on which they are used. Cancelled warrants should, however, be notified to the office concerned.

The above-mentioned lists should be checked by the Accounts Office when they are in receipt of the original railway warrants from the Egyptian State Railways Audit Office with the corresponding debit note.

The Accounts Office should also check the couterfoils when finished and see that they bear the initials of the officials concerned and a declaration on the last one certifying that the book has been used on Government transport.

Petty Cash (Imprest).—Payments from imprest should be made according to the rulings explained in Chapter III under the same heading.

Cash should be checked at least once a month by an official delegated by the head of the Department without previous notification to the holder of imprest.

No payment from imprest should be made for travelling and transfer allowances.

Imprest statement should show the original amount of imprest, expenditure, and cash balance.

A list showing amount of railway certificate, date, object of journey, and name of payee should accompany the imprest statement.

A summary of telegrams should be given on the back of receipts which should be listed so as to show number and date of every receipt to facilitate checking.

All sub-vouchers should be attached to the statement and forwarded to the State Audit Department with the voucher.

Net amounts of payments should be entered in the statement and they only will be charged to the budget items, *i.e.* stamp duty is disregarded.

Reporting Irregularities to Head of Department for Final Decision.—Accounts clerks should loyally report whatever claim they think to be irregular to the accountant who will admit same if admissible, otherwise have it reported to the head of the Department accompanied by circulars or instructions prohibiting same.

The head of the Department will of course settle the matter by annotation as to the acceptance of the claim or its rejection.

Now the responsibility of the accountant is ended and is taken over by the head of the Department whether he is right or not.

Responsibility of Accountants.—An accountant who through his wrong interpretation or carelessness causes the Government to make an unlawful payment must of course abide by the consequences. He is personally responsible for every excess payment although the checking clerk has also his responsibility as well.

It is essential that the accountant should understand his position as a Finance delegate in the Department in which he is working and not endeavour to hide irregularities nor to put obstacles in the way of smooth working.

Keeping of Vouchers.—Vouchers should be kept under lock and key. Parts of vouchers which are detached for the necessary receipts should when returned be pinned to the original voucher.

All pay orders received with debit notes should be attached to the relative vouchers and submitted to the State Audit Department with the monthly account.

Incomplete Vouchers. —All vouchers, the pay orders of which have not been returned duly settled by the time the monthly account is closed, should be entered in Form No. 12 *C.G.* and forwarded to the State Audit Department.

The amounts which are shown on this list should correspond with unpaid orders as entered in the credit side of Unpaid Pay Orders Register.

The receipted outstanding pay orders received after the monthly account has been despatched should be listed on Form No. 101 (*general*) and forwarded with the vouchers of the month on which they are debited to the account "Pay Orders." The total of the amounts shown on this list should agree with those entered on the debit side of Unpaid Pay Orders Register.

Submission of Monthly Account to the State Audit Department.—Once the monthly account on Form No. 75 *C.G.* is submitted to the Controller of Government Accounts, the Service should submit the following documents to the State Audit Department, *viz.* :—

(1) Vouchers, jacketed and covered.*

(2) Incomplete vouchers as shown on Form No. 12 *C.G.* (if any).

* *Vide* Art. 9 of Financial Instructions No. 13, of January 1, 1916.

(3) Vouchers concerning previous months as shown on Form No. 101, *general* (if any).

(4) Adjustment notes with relative documents and list showing the debit and the credit of relative account as shown on general records.

(5) List of cheques and pay orders issued as shown on the register of same.

(6) Copy of the Abstract of Ledger.

(7) List showing the outstanding imprests and holders.

Declarations when an imprest is transferred to another charge should, however, be attached to this list.

Audit Queries.—Accounts office should pay particular attention to what is required by an audit query and give correct explanation to every point to save unnecessary correspondence.

In case of grave mistakes the checking clerk should be questioned and the necessary collections of unlawful payments should be made from the interested party. Should it not be possible to obtain the return of this money, the checking clerk and those who have passed the payment should pay for it.

(Fig. 1.)

No.__________ _________________19____

The National Bank of Egypt.

*Pay*________________________________*or Bearer*

(Fig. 2.)

(Form No. 49 *C.G.*)

Date January 1, 1920.

Name of Service : Girga Circle of Irrigation.

Advice of Cheques drawn on the National Bank of Egypt, Cairo.

Date of Cheque.		Number.	Paye.	Amount.		Date of Payment.	Total.	
				L.E.	M.		L.E.	M.
Jan. 1	1920	1/1 37642	Mr. E. H. Day.	2,500	000			
"	"	1/2 37643	Mr. N. Yakubian.	100	000			
"	"	1/3 37644	Mr. F. N. Zahar.	25	000			
			Total of Cheques issued L.E.				2,625	000

Signature :

Accountant.

Note.—This advice should be given an annual consecutive number. Cheques issued in a day should be entered in this form with a daily serial number put in front of the entry of the cheque and on the top left hand corner of the cheque itself after the number of advice in which the cheque is entered, thus 1/1, 1/2, 1/3, *i.e.* Cheque No. 1, 2, and 3, adviced by No. 1, and so on.

(Fig. 3).

(Form No. 9 *C.G.*) (استمارة نمرة ٩ «ع.ح»)

SERIES A No. نمرة

EGYPTIAN GOVERNMENT. الحكومة المصرية

Date of Issue .... تاريخ السحب

Cash Office .... على خزينة

Payable to .... الدفع الى

....

....

L.E. جنيه M. مليم

Entered in Register of Pay Orders issued تقيد بدفتر الحوالات

under No. .... بنمرة

Visas .... علامات

(Form No. 9 *C.G.*) (استمارة نمرة ٩ «ع.ح»)

EGYPTIAN GOVERNMENT PAY ORDER. Series **A** No. نمرة اذن صرف من الحكومة المصرية

This Order is not transmissible by endorsement and is only valid for payment three Calendar months after the month of issue.

هذا الاذن غير قابل التحويل ويبق معمولا به فقط لمدة ثلاثة أشهر علاوة على الشهر المسحوب فيه .

		L.E. جنيه	M. مليم	
Department* .... المصلحة*	Amount of claim قيمة المطلوب			No: [ ] نمرة
Date, No. and nature of claim تاريخ ونمرة ونوع الطلب				In Register of Pay Orders بدفتر الحوالات
....	Stamp duty رسم دمغة			
....	Net Payable ... الصافى			*Clerk in Charge.* الكاتب المنوط

Cash Office .... الى خزينة Date of Issue .... تاريخ سحب الاذن

Pay to .... ادفعوا الى

....

the sum of .... مبلغ

on presentation with receipt on reverse duly signed and dated **in presence of Cashier.** عند تقديم هذا الاذن وبعد التوقيع على الايصال بظهره مع التاريخ أمام الصراف .

* In the event of this Order being lost the Department should be notified immediately. * فى حالة فقد هذا الاذن يلزم فى الحال اخطار المصلحة .

PROCURATION.—توكيل

I hereby authorize .... أنا الموقع على هذا أرخص

to receive the amount of this Pay Order. In full settlement in respect of the claim specified on the reverse, he will sign or seal as follows :— بقبض قيمة هذا الاذن . واقرارا منه باستلامه كامل مطلوبي الموضح على وجه هذا الاذن سيوقع على ايصال الاستلام بامضائه أو بختمه كالآتى :

.... , 192— ١٩٢ ....

Signature or Seal of Proxy. امضاء أو ختم الوكيل

———, 192— ١٩٢ —

Signature or Seal of Payee. امضاء أو ختم الطالب

RECEIPT.—الايصال

L.E. جنيه M. مليم

Received the sum of وصلني مبلغ

(In words. بالكتابة)

in full settlement in respect of the claim specified on the reverse. نظير كامل مطلوبي عن الخدمات الموضحة على وجه هذا الاذن *

١٩٢ —192

* *

Signature of Payee or Proxy. امضاء الطالب أو الوكيل

Signatures of Witnesses. امضاءات الشهود

Cash Office Date Stamp.

ختم الخزينة ذو التاريخ

Signature of Cashier effecting Payment.
امضاء الصراف

*The signing or sealing in this space should be done **in the presence of the Cashier.**

* يصير التوقيع بالختم أو الامضاء فى هذا المكان أمام الصراف .

(Fig. 4.)

(Form No. 59 *C.G.*) **Series A.** No. نمرة (استمارة نمرة ٥٩ «ع.ح»)

LIST OF PAY ORDERS ISSUED — كشف أذونات الصرف المسحوبة

By { MINISTRY ... / DEPARTMENT } ______________________ { وزارة... / مصلحة } من

On Cash Office of ______________________ على خزينة

Printed No. of Pay Order. نمرة اذن الصرف المطبوعة	Name of Payee. اسم الشخص المستحق له الصرف	Amount. القيمة		Remarks. ملاحظات
		L.E. جنيه	M. مليم	
Total in Words. { ______________________ } الجملة كتابة				

The above ________ (No. in Words.) ________ Pay Orders المبينة أعلاه ________ (يذكر العدد بالكتابة) ________ أذونات الصرف
have been issued this day. صدرت فى تاريخه ٠٠

________ 19 ________ ________ ١٩ سنة ________

*Signature.** الامضاء

* This signature must be known to the cashier. * يجب أن يكون الامضاء معروفا عند الصراف .

(FIG. 5.)

Form in which the Estimates of New Works should be submitted.

Designation of Works.	First Estimate of Cost of Work.	Revised Estimate of Cost of Work.	Probable Expenses up to March 31, 1921.*	Grant for 1921-1922.	Amount required to complete Work.	Grant for 1920.
1	2	3	4	5	6	7

NOTE.—In the case of works spread over a number of years, the figure in column 4 should represent the total expenditure counting from the date of the commencement of the work up to March 31 of the year in which the estimates are compiled.

(Fig. 6.)

(Form No. 850 *F.C.*)

Serial No.		Transferred.		Budget Allotments.		Sanctions.		Expenditure.		Balance Available for Sanctions.		Balance Available for Expenditure.	
		From this Credit.	To this Credit.	L.E.	M.	L.E.	M.	L.E.	M.	L.E.	M.	L.E.	M.